DATES TO REMEMBER

ADMINISTRATOR CALENDAR

MISSISSIPPI
DEPARTMENT OF
EDUCATION

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:

PROGRAM OFFICE	CONTACT PERSON	EMAIL ADDRESS
Accountability	Alan Burrow	ABurrow@mdek12.org
Accreditation	Dr. Jo Ann Malone	JMalone@mdek12.org
Assessment	Dr. Jackie Sampsell	jsampsell@mdek12.org
Compulsory School Attendance Enforcement and Dropout Prevention	Dr. Armerita Tell	atell@mdek12.org
Career and Technical Education (CTE)	Wendy Clemons	wclemons@mdek12.org
Early Childhood	Dr. Jill Dent	jdent@mdek12.org
Elementary Education and Reading	Dr. Tenette Smith	Tenette.smith@mdek12.org
Federal Programs	Dr. Judy K. Nelson	Jnelson@mdek12.org
Gifted	Laurie Weathersby	Lweathersby@mdek12.org
Healthy Schools/Child Nutrition	Scott Clements	sclements@mdek12.org
Intervention	Laurie Weathersby	lweathersby@mdek12.org
Libraries/Librarians	Elizabeth Simmons	ESimmons@mdek12.org
Literacy	Kristen Wynn	Kwells@mdek12.org
MSIS	Sarita Donaldson	sdonaldson@mdek12.org
Safe and Orderly	Brian McGairty	bmcgairty@mdek12.org

Professional Development	Dr. Lea Johnson	lea.johnson@mdek12.org
School Financial Services	Letitia Johnson	ljohnson@mdek12.org
School Improvement	Dr. Sonja Robertson	srobertson@mdek12.org
Secondary Education	Tammy Crosetti	tcrosetti@mdek12.org
Special Education	Robin Lemonis	rlemonis@mdek12.org
Teaching and Leading	Dr. Cory Murphy	cmurphy@mdek12.org
Textbooks	Elizabeth Simmons	ESimmons@mdek12.org

REQUIRED PROFESSIONAL DEVELOPMENT FOR 2022-23

TOPIC	AUDIENCE	GUIDING LAW OR RULE	DATES/FREQUENCY
Active Shooter	All District Staff	Miss. Code Ann. § 37-3-83	First 60 days of each semester
Bus Driver Training	Bus Drivers	SBE Rule 81.3	Four hours in-service training per semester
Child Nutrition	CN Directors	SBE Rule 17.1	Annual (July)
Child Nutrition	CN Site Managers	SBE Rule 17.1	Annual (May-June)
Computer Science K-12	Licensed Educators and Paraprofessionals, Counselors, and Administrators	Miss. Code Ann. § 37-13-211	Annual (Trainings provided throughout the year)
Dyslexia K-12	Licensed Educators and Paraprofessionals	Miss. Code Ann. § 37-173-16	Every three years
FERPA (Family Educational Rights & Privacy Act)	All District Staff	20 U.S.C. § 1232g; 34 CFR Part 99	
Grade 12 SREB/Essentials for College Literacy and/or Essentials for College Mathematics Trainings	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	SBE Rule Chapter 28, 28.6	Annually (every July)
Library Professional Growth Rubric	Administrators and School Librarians	Accountability Standards 3.6	Annual (August – April)
Mental Health and Suicide Prevention Training	All School and District Staff	Miss. Code Ann. §§ 37-3-83 (9), 37-3-101, and 37-3-103.	Refresher every two years

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
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- Mississippi Kindergarten Readiness Assessment (MKAS2) Training
- Mississippi Compulsory School Attendance Law and Attendance Reporting

JULY/AUGUST

ACCREDITATION

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Clear any outstanding accreditation citations on record before recommended statuses are taken to the Commission for final assignment ☐ Submit annual school bond election form	

ASSESSMENT

Focus Tasks	MDE Related Supports/Professional Learning Topics

☐ **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
	▪ 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
	
	▪ 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

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	MDE Related Supports/Professional Learning Topics
☐ 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	▪ 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

CTE

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ 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	▪ 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	MDE Related Supports/Professional Learning Topics
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*	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 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 **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	MDE Related Supports/Professional Learning Topics
☐ 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) ☐ **REQUIRED:** Verify Personnel in MSIS	

GIFTED

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ 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)	▪ Gifted program placement procedures ▪ Out-of-State Transfer Student Placement ▪ GEP scheduling requirements

HEALTHY SCHOOLS/CHILD NUTRITION

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

INTERVENTION

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

LIBRARIES/LIBRARIANS

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ 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*	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	MDE Related Supports/Professional Learning Topics
☐ 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 September 1:** 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	▪ 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

MSIS

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

SAFE AND ORDERLY

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ 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)	https://www.mdek12.org/OSOS/Home

SCHOOL FINANCIAL SERVICES

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ 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	

SCHOOL IMPROVEMENT

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ 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	

SECONDARY EDUCATION

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

SPECIAL EDUCATION

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ 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)	▪ Policies and Procedures located at 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 ▪ 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

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ 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 ▪ USSYP applications https://www.mdek12.org/OTL/OTC/recognition

TEXTBOOKS

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ **REQUIRED:** Inventory reports due to the Office of Textbooks	▪ TIMS Inventory Report

SEPTEMBER

ACCOUNTABILITY	
Focus Tasks	**MDE Related Supports/Professional Learning Topics**
☐ **REQUIRED:** Run cohort report in MSIS for previous 3 years	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) 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	MDE Related Supports/Professional Learning Topics
☐ 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	

ASSESSMENT

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ **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 administering 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 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

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ 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/ ▪ www.mdek12.org/OCSA/HS

CTE

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ 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

Focus Tasks	MDE Related Supports/Professional Learning Topics
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

☐ **REQUIRED:** Begin face-to-face Brigance III Screeners	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
☐ 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	

FEDERAL PROGRAMS

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ 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	

- ☐ 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

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

HEALTHY SCHOOLS/CHILD NUTRITION

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ School Based Administrative Claiming training module completed by any new staff to be included on roster (participating schools) ☐ **REQUIRED by September 10:** submit CN monthly claim for reimbursement ☐ Conduct monthly Direct Certification (SNAP eligible students) match	▪ https://www.mdek12.org/OHS/HS/health-services---school-based-administrative-claiming

INTERVENTION

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ **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	▪ 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 https://mdek12.org/sites/default/files/Offices/MDE/OAE/OEER/Intervention/guidance_document_mtss_june2020.pdf ▪ EL Data Review

LIBRARIES/LIBRARIANS

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ **REQUIRED:** Conduct informal observation with required face-to-face feedback conversation regarding goals	**School Library Guide 6.5** ▪ Using short- and long-term goals to support student learning

LITERACY

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

SAFE AND ORDERLY

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Conduct monthly fire drills ☐ Ensure Active Shooter drill is conducted within the first 60 days of the start of each school semester	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

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Request reimbursement for National Board process cost fee and moving expense ☐ Complete annual report of tax revenue (Department of Revenue)	

SCHOOL IMPROVEMENT

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Request for Funds (*1003 Grant Funds Reimbursement*) ☐ Review School Improvement Budget ☐ P16 Community Engagement Council (district/school implementation) ☐ Tentative Release of School Improvement Identifications based on 2021-2022 School Year	

SECONDARY EDUCATION

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Distribution of the "What Every Instructional Leader Needs to Know" resource document ☐ District submission of online courses for MDE Mississippi Online Course Application (MOCA) review	▪ Further Information on MOCA https://www.mdek12.org/ESE/OCA

SPECIAL EDUCATION

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ 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	▪ Policies and Procedures located at 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 ▪ 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	MDE Related Supports/Professional Learning Topics
☐ 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	▪ 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

OCTOBER

ACCOUNTABILITY	
Focus Tasks	**MDE Related Supports/Professional Learning Topics**
☐ 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 ☐ **REQUIRED:** Run cohort report in MSIS for current year and previous 3 years	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) 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

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ 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	

ASSESSMENT

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ **All: Fall DTC** Training will be virtual in MS Teams. ☐ **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) ☐ **NWEA/Questar Nextera and DRC Insight: Administration** Window Opens for Fall administrations (DTCs/STCs can set up testing sessions, enter accommodations, etc.) ☐ **MAAP-A:** Verify the enrollment count with the schools for 4x4 EOC testers; send numbers of testers to MDE. ☐ **ELPT:** Identification of potential ELs (ongoing) ☐ **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) ☐ **ACT: 2022** information is rolled over in PearsonAccessNext	▪ 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

- o Update STC accounts and contact information in PearsonAccessNext; Verify shipping address in PA Next;

- o 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 t**o** the DTCs**.**

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

COMPULSORY SCHOOL ATTENDANCE ENFORCEMENT & DROPOUT PREVENTION	
Focus Tasks	**MDE Related Supports/Professional Learning Topics**
☐ Summer Activity Report will be initiated by OTSS and Accountability ☐ Work with School Attendance Officer and Regional Supervisor to ensure attendance reports are accurate and up-to-date	

CTE	
Focus Tasks	**MDE Related Supports/Professional Learning Topics**
☐ Verify CTE student indicator data on MSIS rosters ☐ Complete Perkins equipment plan in Lotus Notes and begin purchasing once the plan is approved	▪ Please contact the CTE office at 601-359-3974 or email Rozelia Harrris at rharris@mdek12.org about teacher budget and Christy Todd at ctodd@mdek12.org about equipment purchases

EARLY CHILDHOOD

Focus Tasks	MDE Related Supports/Professional Learning Topics
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 in collaborative classrooms ☐ Continue Early childhood coaching ☐ **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:** Annual NIEER (National Intuition of Early Education) Data Survey sent to Early Learning Collaboratives ☐ Maintain administrative monitoring documents for collaborative classrooms provided by MDE All Pre-Kindergarten Sites in Schools ☐ Review *Early Learning Standards for Classrooms Serving Infants through 4-Year-Old Children* ☐ **REQUIRED:** Submit *Early Learning Guidelines and Kindergarten Guidelines* Assurances Forms ☐ Review Brigance III and Kindergarten Readiness available for all children	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 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

☐ 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	MDE Related Supports/Professional Learning Topics
☐ Conduct Annual Fixed Asset Inventory Check according to district policy	
☐ Verify Personnel in MSIS	
☐ 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 (On-going/should be done monthly prior to MSIS monthly approval)	
☐ Collect all Title I Home School Compact	
☐ Annual Title I Meeting	
☐ October 15: Title I Comparability Report due	

GIFTED

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ GEP Class Roles and Schedules uploaded to MSIS	

HEALTHY SCHOOLS/CHILD NUTRITION

Focus Tasks	MDE Related Supports/Professional Learning Topics

☐ **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	SRE Survey Link: [Mississippi Department of Education Office of Healthy Schools SY 2022-2023](#)

INTERVENTION

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ 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	▪ 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

LIBRARIES/LIBRARIANS

Focus Tasks	MDE Related Supports/Professional Learning Topics

LITERACY

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ 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	▪ 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

MSIS

Focus Tasks	MDE Related Supports/Professional Learning Topics

☐ **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
	▪ District Timeline
	▪ Annual Data Reporting Calendar
	▪ Training Class (https://gsmu.mdek12.org/)
	▪ MSIS Reference Manuals (https://www.mdek12.org/OTSS/MSIS/MSIS-Manuals)

SAFE AND ORDERLY

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Conduct monthly fire drills ☐ Ensure Active Shooter drill is conducted within the first 60 days of the start of each school semester ☐ Conduct tornado drills (2 per school year; 1 per semester recommended) ☐ Conduct emergency bus evacuation drills (2 per school year; 1 per semester recommended)	https://www.mdek12.org/OSOS/Home

SCHOOL FINANCIAL SERVICES

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Ad Valorem Tax Request Worksheet ☐ Request reimbursement for National Board process cost fee and moving expense ☐ **Required by October 15:** Financial Exchange Transaction System (FETS) Data, Revenue Verification Form, Fund Balance Report, Cash Flow Report, Amended Budget FY2022 (combined & combining-signed ☐ Master Teacher Certification input into MSIS to meet full salary supplement eligibility requirement ☐ Revenue Reconciliation Form	

SCHOOL IMPROVEMENT

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Request for Funds (*1003 Grant Funds Reimbursement*) ☐ 2022-2023 CSI, TSI, ATSI and SAR Identification – Training for Schools Implementation Requirements	▪ Regional Road Shows for Leaders of Identified Schools

☐ Identified schools (CSI, TSI, ATSI, SAR) update to local school board **(Resumes for Continuing Identified Schools)**	Locations (Oxford, Cleveland, Jackson, Biloxi, Hattiesburg, Meridian)

SECONDARY EDUCATION

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ 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.	▪ Dr. Chancey Fort at cfort@mdek12.org and MDE resources. Refer to the Improving The Mental Health of Mississippi's Children and Youth Guide at https://www.mdek12.org/ESE/secondary-education/suicide-bullying-prevention for specific directions with verifying completed training. ▪ For more information contact Dr. Chancey Fort at cfort@mdek12.org

SPECIAL EDUCATION

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ 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	▪ Policies and Procedures located at 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 ▪ 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

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Attend in-person professional development for Office of Teaching and Leading Updates/Stakeholder Meeting ☐ **Required by October 1:** Submission of Appendix B: Annual Report Form for Superintendent of Education for Reporting Infractions Under Miss. Code Ann. §37-3-2 ☐ MDE Mississippi Administrator and Teacher of the Year application disseminated to local school districts ☐ MDE Mississippi Parent of the Year application disseminated to local school districts ☐ The United States Senate Youth Program (USSYP) Applications Due	▪ Mississippi Administrator and Teacher of the Year applications https://www.mdek12.org/OTL/OTC/recognition

NOVEMBER

ACCOUNTABILITY

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ **REQUIRED:** Run cohort report in MSIS for current year and previous 3 years	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) 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

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Review district boundaries lines and report any discrepancies for reporting to the U.S. Census Bureau	

ASSESSMENT

Focus Tasks	MDE Related Supports/Professional Learning Topics

☐ **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
 	
      o 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
      o Manage Participation for ACT in PearsonAccessNext
      o Attend test administration and accommodations Q & A webinars
	▪ 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
	
	 ▪ 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
	
	 ▪ 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	
Focus Tasks	**MDE Related Supports/Professional Learning Topics**
☐ Work with School Attendance Officer and Regional Supervisor to ensure attendance reports are accurate and up-to-date	

CTE	
Focus Tasks	**MDE Related Supports/Professional Learning Topics**
☐ **Verify CTE student indicator data on MSIS rosters** ☐ **Continue Perkins equipment and other costs purchases and submit reimbursement requests by established deadlines** ☐ **Review CTE District Summary Report Data for the previous school year and complete improvement plans as required**	▪ Please contact the CTE office at 601-359-3974 or email Rozelia Harrris 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

☐ **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	MDE Related Supports/Professional Learning Topics
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 ☐ Deadline to enter ALL Brigance III data input in BOMS (Brigance Online Monitoring System) ☐ **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	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 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

FEDERAL PROGRAMS

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Finalize personnel in MSIS ☐ 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) ☐ Annual Count Survey of Neglected and Delinquent Institution ☐ Consolidated State Performance Report (CSPR) Surveys due	

GIFTED

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Finalized GEP Class Roles and Schedules uploaded to MSIS ☐ Begin universal screening ☐ Scheduled GEP Monitoring begins *(Monitoring for SY 2022-2023 academic year will be conducted virtually/onsite.)*	

HEALTHY SCHOOLS/CHILD NUTRITION

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ **REQUIRED by November 10:** Submit CN monthly claim for reimbursement ☐ Conduct monthly Direct Certification (SNAP eligible students) match	

INTERVENTION

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ **REQUIRED:** Conduct cumulative documented review meetings for Tier II students (conducted no later than eight weeks after implementation) ☐ **REQUIRED:** Conduct TST meetings for the first documented review for Tier III 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

LIBRARIES/LIBRARIANS

Focus Tasks	MDE Related Supports/Professional Learning Topics

LITERACY

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ ARM documentation due ☐ 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	MDE Related Supports/Professional Learning Topics
☐ **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	▪ District Timeline ▪ Annual Data Reporting Calendar ▪ Training Class (https://gsmu.mdek12.org/) ▪ MSIS Reference Manuals (https://www.mdek12.org/OTSS/MSIS/MSIS-Manuals)

SAFE AND ORDERLY

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ 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)	https://www.mdek12.org/OSOS/Home

SCHOOL FINANCIAL SERVICES

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Request reimbursement for National Board process cost fee and moving expense	

SCHOOL IMPROVEMENT

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ 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	▪ 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	MDE Related Supports/Professional Learning Topics
☐ May begin submitting through SharePoint MDE Reimbursement for Accelerated programs ☐ District of Innovation Renewal Application Due	▪ 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	MDE Related Supports/Professional Learning Topics
☐ Check expenditure reports for any needed revisions to IDEA Funding Applications in MCAPS	▪ Policies and Procedures located at www.mdek12.org, Office of Special Education

☐ Work with teachers on completing IEPs, ESY determination meetings, re-evaluations, and Parent Survey	▪ Contact OSE at 601-359-3498
☐ **REQUIRED by November 12:** Timely submission of IDEA request for funds in MCAPS	▪ Training information available on the Trumba calendar, RESA websites and at www.gosignmeup.com
☐ Complete MSIS entries for December 1 Child Count and check for missing information and correctness	▪ Orton Gillingham based instruction training offered throughout the year
☐ Continue verification/correction process of teacher/student schedule conflicts to submit by December 1 (month 3 submission)	▪ Legal Symposium/Special Education Quarterly Meeting – November 2022
☐ Request any necessary Special Education Teacher forces in MSIS	▪ Virtual Office Hours
☐ **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.	

TEACHING AND LEADING

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ **Monthly mentoring and induction program meeting**	▪ Mentoring and Induction Toolkit

☐ **Ensure all educator observers have completed an MDE-approved Professional Growth System (PGS) and continue informal observations**	▪ All current Professional Growth System rubrics, guidebooks, and training opportunities are available at https://www.mdek12.org/OTL/OTC/professional-growth-system

DECEMBER

ACCOUNTABILITY	
Focus Tasks	**MDE Related Supports/Professional Learning Topics**
☐ Graduation rate data is provided to districts prior to its release to the SBE and to the public in January or February ☐ **REQUIRED:** Run cohort report in MSIS for current year and previous 3 years	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) 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

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Prepare corrective action plan (template provided by Office of Accreditation) for local board approval, MDE program office approval and SBE approval	

ASSESSMENT

Focus Tasks	MDE Related Supports/Professional Learning Topics

☐ **MAAP: Fall** Test Window (November 28 – December 16)
 	
☐ **MAAP-A:** Fall Re-Test Window (November 28 – December 9; Fall (4X4 only or for students needing PL2-3 for Alternate Diploma))
 	
☐ **ELPT:** Order form available for paper-based, braille, and large-print test materials (December 1, 2022 – January 13, 2023)
    o Deadline to register two certificated persons per district for the ELPT Test Setup and Administration Training (December 16)
    o Districts must complete the EL Roster Screen in the Federal Programs Module prior to December 16, 2022.
☐ **LBPA:** Administer Middle of Year (MOY) K-3 Screeners (November 28 – January 20, 2023)
 	
☐ **ACT:**
    o **ACT Webinar – Pretest** Training – December 13 by ACT
    o Request ACT authorized accommodations through ACT's Test Accessibility and Accommodations System (Requests end January 8, 2023 for spring 2023 testing)
    o Verify student enrollment
	▪ 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
	
	▪ ACT – Mississippi Information Tab The ACT
	▪ 2022-2023 Testing Calendar
	▪ K-3 Assessments Key Dates (22-23)
	▪ NAEP 22-23 Testing Dates

- o 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

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Work with School Attendance Officer and Regional Supervisor to ensure attendance reports are accurate and up-to-date AND reflect end-of-Semester numbers ☐ 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.	

CTE

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ **Verify CTE student indicator data on MSIS rosters** ☐ **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**	▪ Please contact the CTE office at 601-359-3974 or email Rozelia Harrris 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

EARLY CHILDHOOD

Focus Tasks	MDE Related Supports/Professional Learning Topics
Early Learning Collaborative Sites ☐ **REQUIRED**: Annual NIEER data survey due to MDE ☐ **REQUIRED**: Maintain administrative monitoring documents for collaborative classrooms provided by MDE ☐ **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 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* ☐ **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	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 Family Engagement ▪ 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 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

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ 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 (On-going/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	

GIFTED

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ By December 10: GEP Teacher Unit Allocation Data (Student Number) finalized	

HEALTHY SCHOOLS/CHILD NUTRITION

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ **REQUIRED by December 10:** submit CN monthly claim for reimbursement ☐ Conduct monthly Direct Certification (SNAP eligible students) match	

INTERVENTION

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ **REQUIRED:** Conduct documented review meetings for students receiving Tier II interventions ☐ Compile intervention data to show student growth over the semester	▪ Foundational Skills (Phonics) ▪ Content Instruction (Math Focus)

LIBRARIES/LIBRARIANS

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ **REQUIRED:** Conduct school-wide student and teacher surveys ☐ Meet with Library Advocacy Committee to discuss future needs of the school library program	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	MDE Related Supports/Professional Learning Topics
☐ Complete survey of MDE Coaching Supports (Literacy Support Schools)	▪ Science of Reading Training

MSIS

Focus Tasks	MDE Related Supports/Professional Learning Topics

☐ **MAEP and Accreditation edits are run as districts are approved**
 	
☐ **On December 1st only DSD files are processed, all other files are held until the next day for processing**
 	
☐ **Snapshot of December 1 Special Education data is taken**
 	
☐ **REQUIRED by December 6: Districts must clear Month 03 MSD files**
 	
☐ **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**
 	
☐ **Districts will continue to make updates to personnel in MSIS until the deadline on December 10 at which time the rights to General/Schedule Entry screen are taken away from the districts**
    ○ **Districts can make updates to Personnel only if requested to do so by a program office in MDE**
    ○ **Access to Special Education Student Update Screen is removed**
	▪ District Timeline
	
	▪ Annual Data Reporting Calendar
	
	▪ Training Class (https://gsmu.mdek12.org/)
	
	▪ MSIS Reference Manuals (https://www.mdek12.org/OTSS/MSIS/MSIS-Manuals)

SAFE AND ORDERLY

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ 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)	https://www.mdek12.org/OSOS/Home

SCHOOL FINANCIAL SERVICES

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Request reimbursement for National Board process cost fee and moving expense ☐ 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	

SCHOOL IMPROVEMENT

Focus Tasks	MDE Related Supports/Professional Learning Topics
▪ Request for Funds (*1003 Grant Funds Reimbursement*) ▪ Identified schools (CSI, TSI, ATSI, SAR) update to local school board **(Begins for Newly Identified Schools)**	▪ 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	MDE Related Supports/Professional Learning Topics
▪ **Submission of new District of Innovation Plan for FY24**	▪ For more information visit https://www.mdek12.org/ese/Districts-and-Schools-of-Innovation

SPECIAL EDUCATION

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ 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.	▪ Policies and Procedures located at 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 ▪ Orton Gillingham based instruction training offered throughout the year ▪ Virtual Office Hours

TEACHING AND LEADING

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ **Monthly mentoring and induction program meeting** ☐ **Ensure all educator observers have completed an MDE-approved Professional Growth System (PGS) and continue informal observations**	▪ 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

❄ JANUARY

ACCOUNTABILITY

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ **REQUIRED: Run cohort report in MSIS for current year and previous 3 years**	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) 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

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Submit class size waiver request	

ASSESSMENT

Focus Tasks	MDE Related Supports/Professional Learning Topics

☐ **ALL: DTC Training – Spring Administration**
 	
☐ **MAAP:** Spring Registration: enrollment counts for paper materials will be submitted by DTC; ELA and Math – NWEA/Questar Nextera; Science, Biology and U.S. History (DRC Insight)
 	
    ○ District Data is to be submitted to MSIS; this data is used for Pre-ID files to be sent to Vendors for Spring Testing
    ○ Fall EOC (4 x 4) Administration results including Data File discrepancy period;
 	
☐ **MAAP-A: Teacher** training via face to face or webinar
 	
☐ **ELPT: ELPT** Technology Webinar for district technology directors (January 18)
 	
    ○ District technology contacts receive user credentials for DRC INSIGHT (January 18)
    ○ Paper-based testing order form due to DRC from DTCs (January 13)
    ○ Test administration training for registered, certificated personnel begins (January 30)
	▪ 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

- o 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
    - o Verify student enrollment
    - o Complete online site readiness tasks to ensure online testing is supported
    - o Request Qualified Exceptions for Accommodations
    - o Order testing materials for Window 1
- ☐ **NAEP:** NAEP 2023 Field Trial Assessments in the field (January 23-February 3, 2023)

COMPULSORY SCHOOL ATTENDANCE ENFORCEMENT & DROPOUT PREVENTION	
Focus Tasks	**MDE Related Supports/Professional Learning Topics**
☐ Work with School Attendance Officer and Regional Supervisor to ensure attendance reports are accurate and up-to-date	

CTE	
Focus Tasks	**MDE Related Supports/Professional Learning Topics**
☐ **Verify CTE student indicator data on MSIS rosters** ☐ **Continue Perkins equipment and other costs purchases and submit reimbursement requests by established deadline**	▪ Please contact the CTE office at 601-359-3974 or email Rozelia Harrris 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

☐ **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	MDE Related Supports/Professional Learning Topics
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	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 Districts may request professional development early childhood 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

FEDERAL PROGRAMS

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Collect Semi-annual/PARs for all federally funded staff (July 1 – December 31)	

Focus Tasks	
☐ 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 (On-going/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

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Scheduled GEP Monitoring continues *(Monitoring for SY 2022-2023 academic year will be conducted virtually/onsite.)*	

HEALTHY SCHOOLS/CHILD NUTRITION

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ **REQUIRED by January 10:** submit CN monthly claim for reimbursement	
☐ Conduct monthly Direct Certification (SNAP eligible students) match	

INTERVENTION

Focus Tasks	MDE Related Supports/Professional Learning Topics

☐ **REQUIRED:** Conduct documented review meetings for students receiving Tier II and TST meetings for students receiving Tier III interventions ☐ Conduct EL quarterly meetings	▪ Evaluate grades and data (Do they match?) ▪ Foundational Skills (Vocabulary) ▪ Content Instruction (Science Focus) ▪ Provide support at local TST meetings

LIBRARIES/LIBRARIANS

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ **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	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

LITERACY

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Ensure all students have tested in the MOY window ☐ Collect MOY Data ☐ Ensure Deficiency Letters (Parent Notification) are sent home ☐ Update Action Plans	▪ MOY Data Review ▪ Regional Literacy Training(s) ▪ Science of Reading Training

MSIS

Focus Tasks	MDE Related Supports/Professional Learning Topics

☐ 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
	▪ District TimelineDistrict Timeline
	▪ Annual Data Reporting Calendar
	▪ Training Class (https://gsmu.mdek12.org/)
	▪ MSIS Reference Manuals (https://www.mdek12.org/OTSS/MSIS/MSIS-Manuals)

SAFE AND ORDERLY

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ 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)	https://www.mdek12.org/OSOS/Home

SCHOOL FINANCIAL SERVICES

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Request reimbursement for National Board process cost fee and moving expense	

SCHOOL IMPROVEMENT

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Request for Funds (1003 Grant Funds Reimbursement) **9 months to FY22 obligation deadline (September 30, 2023)** ☐ Review school improvement budget, ensure obligation of funds aligned to the approved school improvement plan or need for revision ☐ Identified schools (CSI, TSI, ATSI, SAR) update to local school board	▪ 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)

SECONDARY EDUCATION

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Provide all juniors with additional ACT preparation materials and interventions in preparation of Spring ACT administration ☐ For seniors enrolled in the SREB Math Ready or SREB Literacy Ready, encourage them to re-take the ACT	

SPECIAL EDUCATION

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ 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 January 12:** Timely submission of IDEA request for funds in MCAPS	▪ Policies and Procedures located at www.mdek12.org, Office of Special EducationContact 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

☐ Complete Internal Fixed Assets Inventory; check all sites (EDGAR requirement)	▪ Virtual Office Hours
☐ 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	

TEACHING AND LEADING

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ **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**	▪ 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

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

❤ FEBRUARY

ACCOUNTABILITY

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ **REQUIRED:** Run cohort report in MSIS for current year and previous 3 years	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) 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

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ **Submit school board member reports** ☐ **Respond to personnel edit report notifications**	

ASSESSMENT

Focus Tasks	MDE Related Supports/Professional Learning Topics

☐ **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)
    o 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
    o Paper – February 28, 2023
    o Accommodations – February 28 – March 3 & March 6-10, 2023
    o Online – February 28 – March 2 & March 7-9, 2023
 	
☐ **NAEP:** NAEP 2023 Field Trial Assessments in the field (January 23-February 3, 2023)
	▪ 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

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Work with School Attendance Officer and Regional Supervisor to ensure attendance reports are accurate and up-to-date	

CTE

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Verify CTE student indicator data on MSIS rosters ☐ 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)	▪ Please contact the CTE office at 601-359-3974 or email Rozelia Harrris 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 ▪ Please contact Cliff Thames cliff.thames@rcu.msstate.edu for information on the PULSE system

EARLY CHILDHOOD

Focus Tasks	MDE Related Supports/Professional Learning Topics
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 ☐ Attend virtual/in-person winter Early Learning Collaborative lead meeting ☐ **REQUIRED:** Attend Early Learning Collaborative partner meetings All Pre-Kindergarten Sites in Schools	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 Family Engagement ▪ 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

☐ 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	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

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Begin conducting Title I planning meetings for upcoming school year; present all available data to the team ☐ Review schoolwide/targeted assistance plan and implementation of action steps (document meetings) ☐ 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 (On-going/should be done monthly prior to MSIS monthly approval)	

GIFTED

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ GEP Monitoring (as scheduled) ***(Monitoring for SY 2022-2023 academic year will be conducted virtually/onsite.)***	

HEALTHY SCHOOLS/CHILD NUTRITION

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ **REQUIRED by February 10:** submit CN monthly claim for reimbursement ☐ Conduct monthly Direct Certification (SNAP eligible students) match	

INTERVENTION

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ **REQUIRED:** Conduct documented review meetings for students receiving Tier II interventions	▪ Tier III Behavior ▪ Foundational Skills (Fluency) ▪ Data Review

LIBRARIES/LIBRARIANS

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Schedule library advocacy committee meeting to discuss and plan school library program goals for the upcoming school year	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 ▪ 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	MDE Related Supports/Professional Learning Topics
☐ 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	▪ Differentiated Instruction/Centers ▪ Science of Reading Training ▪ Learning Walks ▪ Comprehensive Report Due (literacy coach)

MSIS

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ **REQUIRED by February 10:** Districts must clear Month 05 MSD files	▪ District Timeline ▪ Annual Data Reporting Calendar ▪ Training Class (https://gsmu.mdek12.org/) ▪ MSIS Reference Manuals (https://www.mdek12.org/OTSS/MSIS/MSIS-Manuals)

SAFE AND ORDERLY

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ 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)	https://www.mdek12.org/OSOS/Home

SCHOOL FINANCIAL SERVICES

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ 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	

SCHOOL IMPROVEMENT

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ **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	▪ 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	MDE Related Supports/Professional Learning Topics
☐ 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	▪ Policies and Procedures located at 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 ▪ 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	MDE Related Supports/Professional Learning Topics
☐ **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**	▪ 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

☘ MARCH

ACCOUNTABILITY	
Focus Tasks	**MDE Related Supports/Professional Learning Topics**
☐ **REQUIRED:** Run cohort report in MSIS for current year and previous 3 years	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) 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

Focus Tasks	MDE Related Supports/Professional Learning Topics

ASSESSMENT

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ **ALL: STC Training** ☐ **MAAP:** o **Pre-ID files to be sent to Vendors for Spring Testing** o **STC Training Webinars (NWEA/Questar and DRC)** o **NWEA/Questar Nextera and DRC Insight: Administration Window Opens (DTCs/STCs can set up testing sessions, enter accommodations, etc.)** ☐ **MAAP-A: Testing window opens (March 13, 2023 – May 5, 2023)** ☐ **ELPT: ELP testing window opens (March 1)** o **Deadline for DTCs to order additional paper-based materials (March 1 - 22)** ☐ **LBPA:** o **Administer End of Year (EOY) Kindergarten Readiness and K-3 Screeners (March 20 – April 27, 2023)** o **3ʳᵈ Grade MAAP-ELA (April 10 – April 21, 2023)** ☐ **ACT: Window 1** o **Accommodations – March 1 – March 3 & March 6-10, 2023**	▪ 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 ▪ 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

- 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

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ **Work with School Attendance Officer and Regional Supervisor to ensure attendance reports are accurate and up-to-date**	

CTE

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Verify CTE student indicator data on MSIS rosters ☐ Continue Perkins equipment and other costs purchases and submit reimbursement requests by established deadlines ☐ Begin working on Local Plan Application (LPA) for the next school and submit in Lotus Notes by established deadline ☐ Ensure CTE student testing rosters are correct in the RCU testing portal by established deadline	▪ Please contact the CTE office at 601-359-3974 or email Rozelia Harrris 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	MDE Related Supports/Professional Learning Topics
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	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 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

FEDERAL PROGRAMS

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ 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	

☐ 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 (On-going/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

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Complete universal screening (may be completed prior to March)	
☐ GEP Monitoring (as scheduled) *(Monitoring for SY 2022-2023 academic year will be conducted virtually/onsite.)*	

HEALTHY SCHOOLS/CHILD NUTRITION

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Annual Assessment of each school's Wellness Plan ☐ Complete annual agreement for Summer Food Service Program (participating Districts) ☐ **REQUIRED by March 10:** submit CN monthly claim for reimbursement ☐ Conduct monthly Direct Certification (SNAP eligible students) match	▪ Utilize *2019 Local School Wellness Policy Guide for Development*: https://www.mdek12.org/OHS ▪ Review SFSP information and requirements: https://www.mdek12.org/OCN/SFSP

INTERVENTION

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ **REQUIRED:** Conduct documented review meetings for students receiving Tier II and TST meetings for students receiving Tier III interventions ☐ Conduct EL quarterly meetings	▪ 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	MDE Related Supports/Professional Learning Topics
☐ Review testing schedule for school with literacy coach (check dates for accuracy)	▪ Learning Walks ▪ Science of Reading Training

MSIS

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ **REQUIRED by March 10:** Districts must clear Month 06 MSD files	▪ District Timeline ▪ Annual Data Reporting Calendar ▪ Training Class (https://gsmu.mdek12.org/) ▪ MSIS Reference Manuals (https://www.mdek12.org/OTSS/MSIS/MSIS-Manuals)

SAFE AND ORDERLY

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ 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)	https://www.mdek12.org/OSOS/Home

SCHOOL FINANCIAL SERVICES

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ **Request reimbursement for National Board process cost fee and moving expense**	

SCHOOL IMPROVEMENT

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ **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**	▪ 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	MDE Related Supports/Professional Learning Topics
☐ 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	For more information on the HELP Scholarship visit https://www.msfinancialaid.org/

SPECIAL EDUCATION

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ 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	▪ Policies and Procedures located at 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 ▪ Orton Gillingham based instruction training offered throughout the year ▪ Virtual Office Hours

TEACHING AND LEADING

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ **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**	▪ [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

☂ APRIL

ACCOUNTABILITY	
Focus Tasks	**MDE Related Supports/Professional Learning Topics**

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

Focus Tasks	MDE Related Supports/Professional Learning Topics

ASSESSMENT

Focus Tasks	MDE Related Supports/Professional Learning Topics

☐ **MAAP: Spring** Test Window (April 10 – May 12, 2023)
 	
    ○ 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)
    ○ Test materials should arrive at DRC no later than April 18
 	
☐ **LBPA: Administer** 3rd Grade MAAP-ELA
 	
    ○ April 10 – 21, 2023 – Grade 3 Reading
 	
    ○ Review students that qualify for Good Cause Exemptions
    ○ 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	MDE Related Supports/Professional Learning Topics
☐ Work with School Attendance Officer and Regional Supervisor to ensure attendance reports are accurate and up-to-date	

CTE

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ 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	▪ Please contact the CTE office at 601-359-3974 or email Rozelia Harrris 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	MDE Related Supports/Professional Learning Topics
Early Learning Collaborative Sites ☐ Meet with Early Learning Collaborative leads to review monitoring documents, rate of readiness, Kindergarten	▪ 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

- ▪ 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

FEDERAL PROGRAMS

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Finalize all Title I meetings ☐ Finalize evaluation of schoolwide/targeted-assistance program ☐ Verify Month 7 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) ☐ Title II Use of Funds of Survey	

GIFTED

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ 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	MDE Related Supports/Professional Learning Topics
☐ **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	MDE Related Supports/Professional Learning Topics
☐ **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	▪ 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	MDE Related Supports/Professional Learning Topics
☐ **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	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

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Review and update Action Plans ☐ Planning for MAAP/3rd Grade MAAP-ELA Assessment (Data discussions, projections, and strategizing)	▪ Complete School Profile Template ▪ Science of Reading Training www.mdek12.org/literacy

MSIS

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ **REQUIRED by April 10: Districts must clear Month 07 MSD files**	▪ District TimelineDistrict Timeline ▪ Annual Data Reporting Calendar ▪ Training Class (https://gsmu.mdek12.org/) ▪ MSIS Reference Manuals (https://www.mdek12.org/OTSS/MSIS/MSIS-Manuals)

SAFE AND ORDERLY

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Conduct monthly fire drills ☐ Submit request to the Division of Pupil Transportation for bus driver certifications needed for summer bus schools provided by MDE ☐ Conduct emergency bus evacuation drills (2 per school year; 1 per semester recommended) ☐ Conduct tornado drill (2 per school year; 1 per semester recommended)	https://www.mdek12.org/OSOS/Home

SCHOOL FINANCIAL SERVICES

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Request reimbursement for National Board process cost fee and moving expense ☐ EEF Procurement Card FY2023 spending deadline	

SCHOOL IMPROVEMENT

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ 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	▪ 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	MDE Related Supports/Professional Learning Topics
☐ 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)	▪ Policies and Procedures located at 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 ▪ 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	

TEACHING AND LEADING

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ **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**	▪ 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

☀ MAY

ACCOUNTABILITY

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ 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	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

Focus Tasks	MDE Related Supports/Professional Learning Topics

ASSESSMENT

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ **MAAP: Spring Test Window (Ends May 12, 2023)**	▪ 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

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ JDC's sponsoring school districts submission of actual expenses for educational programming ☐ Work with School Attendance Officer and Regional Supervisor to ensure attendance reports are accurate and up-to-date AND reflect end-of YEAR numbers	

CTE

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ 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)	▪ Please contact the CTE office at 601-359-3974 or email Rozelia Harrris 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	MDE Related Supports/Professional Learning Topics
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	▪ 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

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Update fixed asset inventory for closeout	
☐ Review/revise family engagement policy/procedure and home school compact	
☐ 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	
☐ Preliminary Equitable Service Plan and Written Affirmation uploaded in MCAPS	

GIFTED

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ GEP Monitoring (as scheduled, if needed) **(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	MDE Related Supports/Professional Learning Topics
☐ Complete Annual Agreement for participation in the Child Nutrition Statewide Purchasing Program ☐ **REQUIRED by May 10:** submit CN monthly claim for reimbursement ☐ Conduct monthly Direct Certification (SNAP eligible students) match	▪ https://www.mdek12.org/OCN/PFD

INTERVENTION

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ **REQUIRED:** Conduct documented review meetings for students receiving Tier II and TST meetings for students receiving Tier III interventions ☐ **REQUIRED by May 5:** Submit all dyslexia screener data to MDE ☐ Schedule a date that will be your last day to provide interventions ☐ Compile intervention data to show student growth over the semester and school year ☐ 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) ☐ This information can be documented on a specific form to be kept in the cumulative folder and copied to send to the feeder school ☐ 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	▪ How to analyze a year's worth of data ▪ Charting data for the semester or school year ▪ How to conduct effective transfer meetings to include the counselor, interventionist, and administration ▪ Data collection for cumulative records ▪ Dyslexia Screener Data forms can be found at the following link https://mdek12.org/OAE/OEER/Dyslexia

LIBRARIES/LIBRARIANS

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

LITERACY

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ **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

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ **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 ▪ Training Class (https://gsmu.mdek12.org/) ▪ MSIS Reference Manuals (https://www.mdek12.org/OTSS/MSIS/MSIS-Manuals)

SAFE AND ORDERLY

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ **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)**	https://www.mdek12.org/OSOS/Home

SCHOOL FINANCIAL SERVICES

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ **Request reimbursement for National Board process cost fee and moving expense** ☐ **Review tax assessment information to be used for FY2025 MAEP calculation**	

SCHOOL IMPROVEMENT

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ 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	

SECONDARY EDUCATION

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Submit Seal of Biliteracy Scores prior to graduation ☐ Submission through SharePoint of MDE Reimbursement for WorkKeys Assessments	▪ Contact Limeul Eubanks at leubanks@mdek12.org with questions about the Seal of Biliteracy ▪ Contact Wendy Clemons at wclemons@mdek12.org with questions about WorkKeys reimbursement

SPECIAL EDUCATION

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ 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)	▪ Policies and Procedures located at 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 ▪ 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

TEACHING AND LEADING

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ **Monthly mentoring and induction program meeting** ☐ **Ensure all educator observers have completed an MDE-approved Professional Growth System (PGS) and complete formal observations**	▪ 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

JUNE

ACCOUNTABILITY

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ **REQUIRED:** Run cohort report in MSIS for current year and previous 3 years	

ACCREDITATION

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ Submit summer school data into MSIS	

ASSESSMENT

Focus Tasks	MDE Related Supports/Professional Learning Topics

☐ **ALL:** Submit Non-Participation Forms due to Significant Medical Emergency
 	
☐ **MAAP: Spring** Results (data file) posted
  o 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)
  o Student Proficiency Reports available in DRC INSIGHT for DTCs and STCs (June 28)
 	
☐ **LBPA:**
  o Receive Retest 1 results
	▪ 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

o 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

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ **Alternative Education Self-Assessment**	

CTE

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ **Request reimbursements for national certification testing by established deadlines** ☐ **Finalize all reimbursement requests for Perkins funding by June 8** ☐ **Submit required artifacts into the PULSE (Quality Program Rubric)**	▪ Please contact the CTE office at 601-359-3974 or email Rozelia Harrris at rharris@mdek12.org about reimbursement request for Perkins funding ▪ 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	MDE Related Supports/Professional Learning Topics
☐ **Select topics/days to attend the Early Childhood Specialized Bootcamp Training**	▪ 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

FEDERAL PROGRAMS

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

GIFTED

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ **Review gifted monitoring tool**	

HEALTHY SCHOOLS/CHILD NUTRITION

Focus Tasks	MDE Related Supports/Professional Learning Topics

☐ **REQUIRED by June 10: submit CN monthly claim for reimbursement**	

INTERVENTION

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ **Provide interventions to students attending summer school** ☐ **Collect data on summer progress**	▪ Analyze summer school reports for promotion

LIBRARIES/LIBRARIANS

Focus Tasks	MDE Related Supports/Professional Learning Topics

LITERACY

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ **Update Action Plans**	▪ Science of Reading Training ▪ Complete Comprehensive Report ▪ Complete Summer Projects

MSIS

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ **REQUIRED: District must approve Month 09 within 10 days of students' last day**	▪ District Timeline ▪ Annual Data Reporting Calendar ▪ Training Class (https://gsmu.mdek12.org/)

☐ **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**	▪ MSIS Reference Manuals (https://www.mdek12.org/OTSS/MSIS/MSIS-Manuals)
☐ **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**	

SAFE AND ORDERLY

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ **School Safety Operation plan to be approved by the school board annually**	

SCHOOL FINANCIAL SERVCES

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ **Request reimbursement for National Board process cost fee and moving expense** ☐ **Request initial EEF procurement card count for FY2024**	

SCHOOL IMPROVEMENT

Focus Tasks	MDE Related Supports/Professional Learning Topics

☐ **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**	▪ Virtual Touchpoint Meeting with CSI Schools (1003 Plan Implementation Review) ▪ Innovative Institute

SECONDARY EDUCATION

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ **Final submission through SharePoint of MDE Reimbursement for WorkKeys Assessments**	▪ Contact Wendy Clemons at wclemons@mdel12.org

SPECIAL EDUCATION

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ ESY Application due June 1. ☐ 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 June 13:** Timely submission of IDEA request for funds in MCAPS ☐ Continue to work on FY24 IDEA Funding Application ☐ Request FY23 Expenditure Report from Business Manager and compare balance in district's accounting software to MCAPS balance ☐ Review current budgets to ensure accurate fiscal close out ☐ **REQUIRED by May 30:** Upload Educable Child Reimbursement Request Forms from March 19 – May 19 (Fifth Pay Period) in SharePoint	▪ Policies and Procedures located at 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 ▪ Orton Gillingham based instruction training offered throughout the year ▪ Quarterly Special Education Director's Meeting – TBA ▪ Special Education Conference – TBA ▪ Virtual Office Hours

- ☐ 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

TEACHING AND LEADING

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ **Mississippi Educator and Administrator Professional Growth System (PGS) score submissions are due on or before June 30**	▪ All current Professional Growth System rubrics, guidebooks, and training opportunities are available at https://www.mdek12.org/OTL/OTC/professional-growth-system

TEXTBOOKS

Focus Tasks	MDE Related Supports/Professional Learning Topics
☐ **REQUIRED:** TIMS (Textbook Inventory Management System) Close-Out	▪ [TIMS PowerPoint Presentation](#)