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ADMINISTRATOR  
CALENDAR  
  
  
**DATES TO  
REMEMBER**

**July 2023 – June 2024**

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| **PROGRAM OFFICE** | **CONTACT PERSON** | **EMAIL ADDRESS** |
| Accountability | Alan Burrow | [ABurrow@mdek12.org](mailto:ABurrow@mdek12.org) |
| Accreditation | Dr. Jo Ann Malone | [JMalone@mdek12.org](mailto:JMalone@mdek12.org) |
| Assessment | Dr. Jackie Sampsell | [jsampsell@mdek12.org](mailto:jsampsell@mdek12.org) |
| Compulsory School Attendance Enforcement and Dropout Prevention | Dr. Armerita Tell | [atell@mdek12.org](mailto:atell@mdek12.org) |
| Counseling | Dr. Chancey Fort | [cfort@mdek12.org](mailto:cfort@mdek12.org) |
| Career and Technical Education (CTE) | Brett Robinson | [Brobinson@mdek12.org](mailto:Brobinson@mdek12.org) |
| Early Childhood | Dr. Jill Dent | [jdent@mdek12.org](mailto:jdent@mdek12.org) |
| Elementary Education and Reading | Dr. Tenette Smith | [Tenette.smith@mdek12.org](mailto:Tenette.smith@mdek12.org) |
| Federal Programs | Dr. Judy K. Nelson | [Jnelson@mdek12.org](mailto:Jnelson@mdek12.org) |
| Gifted | Mathis Sheriff | [msheriff@mdek12.org](mailto:msheriff@mdek12.org) |
| Healthy Schools/Child Nutrition | Scott Clements | [sclements@mdek12.org](mailto:sclements@mdek12.org) |
| Intervention | Sandra Elliott | [selliott@mdek12.org](mailto:selliott@mdek12.org) |
| Libraries/Librarians | Elizabeth Simmons | [ESimmons@mdek12.org](mailto:ESimmons@mdek12.org) |
| Literacy | Kristen Wynn | [Kwells@mdek12.org](mailto:Kwells@mdek12.org) |
| MSIS | Sarita Donaldson | [sdonaldson@mdek12.org](mailto:sdonaldson@mdek12.org) |
| Safe and Orderly | Brian McGairty | [bmcgairty@mdek12.org](mailto:bmcgairty@mdek12.org) |
| Professional Development | Dr. Lea Johnson | [lea.johnson@mdek12.org](mailto:lea.johnson@mdek12.org) |
| School Financial Services | Letitia Johnson | [ljohnson@mdek12.org](mailto:ljohnson@mdek12.org) |
| School Improvement | Dr. Sonja Robertson | [srobertson@mdek12.org](mailto:srobertson@mdek12.org) |
| Secondary Education | Wendy Clemons | [Wclemons@mdek12.org](mailto:Wclemons@mdek12.org) |
| Special Education | Dr. Jennifer Boykin | [jboykin@mdek12.org](mailto:jboykin@mdek12.org) |
| Teaching and Leading | Dr. Cory Murphy | [cmurphy@mdek12.org](mailto:cmurphy@mdek12.org) |
| Textbooks | Elizabeth Simmons | [ESimmons@mdek12.org](mailto:ESimmons@mdek12.org) |

**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 contacts:

**REQUIRED PROFESSIONAL DEVELOPMENT** FOR 2023-24

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| **TOPIC** | **AUDIENCE** | **GUIDING LAW OR RULE** | **DATES/FREQUENCY** |
| Active Shooter Drills | All District Staff and Students | 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) |
| District Test Coordinator (DTC) | All DTCs | Accountability Standards (Appendix F) | Fall and Spring annually |
| 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 2023-2024 school  year and beyond | SBE Rule Chapter 28, 28.6 | Annually (every July) |
| Professional Growth System Combined Rubric Training | Educator Observers | Accountability Standards 3.6 | Initial training required |
| 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
* Mississippi Kindergarten Readiness Assessment (KRA) Training
* Mississippi Compulsory School Attendance Law and Attendance Reporting
* Mississippi Statewide Literacy Professional Development (AIM Pathways)
* Science of Reading in the HQIM Classroom – Four-Part Series

 **JULY/AUGUST**

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| **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 |  |

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| **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 Nextera (ELA, Math) and for MAAP-A (alternate assessment) * **LBPA**: Administer Kindergarten Readiness Assessment and K-3 Screeners (July 20 – September 22, 2023)   + Create user accounts in Kindergarten Readiness portal   + TA/Proctor Training for Kindergarten Readiness * **English Learners**: Identification of potential ELs with the LAS Links Placement Test (ongoing) * **Accommodations**: Districts to use the 2022 [Mississippi Testing](https://www.mdek12.org/sites/default/files/Offices/MDE/OA/OSA/ELPT/mississippi_testing_accommodation_manual_july_2022.pdf) [Accommodations Manual (mdek12.org)](https://www.mdek12.org/sites/default/files/Offices/MDE/OA/OSA/ELPT/mississippi_testing_accommodation_manual_july_2022.pdf) * **ACT**: Download District Student Data File for the spring 2023 Junior administration from **success.act.org** if not completed in June 2023. Provide MDE with names of any new DTCs for the 2023-2024 school year. * **NAEP**: Schools selected for NAEP 2024 Grades 4, 8, and 12 will be notified. NAEP has selected 190 schools in 98 districts. | * Watch July Kindergarten Readiness webinar * DRC Insight Customer Support – Science and History:   1-888-476-0264 or [MSHelpDesk@datarecognitioncorp.com](mailto:MSHelpDesk@datarecognitioncorp.com)   * NWEA Nextera Customer Support – ELA and Math: 1-800-644-4054 or [mscustomersupport@nwea.com](mailto:mscustomersupport@nwea.com) * ACT Customer Support – Mississippi Questions: 319-337-1581 General and Technical Inquiries: 1-800-553-6244x2800 [www.act.org/stateanddistrict/contactus](http://www.act.org/stateanddistrict/contactus)   Accommodations and/or EL Supports: 1-800-553-6244x1788 [ACTStateAccoms@act.org](mailto:ACTStateAccoms@act.org) |

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| **COMPULSORY SCHOOL ATTENDANCE**  **ENFORCEMENT & DROPOUT PREVENTION** | |
| **Focus Tasks** | **MDE Related Supports/Professional Learning Topics** |
| * Meet with SAO (School Attendance Officer) 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 (Juvenile Detention Centers) 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 3 * Annual SAOs training | * 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-](https://www.mdek12.org/ESE/Dropout-Prevention) [Prevention](https://www.mdek12.org/ESE/Dropout-Prevention) |

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| **COUNSELING** | |
| **Focus Tasks** | **MDE Related Supports/Professional Learning Topics** |
| * New School Counselor Institute * Annual Administrative Conference * Individual Student Success Plan (ISP) - Phase I (*Ongoing)* * Advisory Council Committee * Mental Health and Suicide Prevention Training * American School Counselor (ASCA) Code of Ethics * Annual and Weekly Calendars * SEL/Behavior Screener/Student Needs Assessment * Introduce the Comprehensive School Counseling Program to stakeholders *(Disseminate calendar, referral forms, brochure of services, etc)* * Comprehensive School Counseling Program Binder - *(Start collecting artifacts for 2023-2024)* | * Provide training to school counselors with 0-3 years of experience related to the ASCA Model, academic support, college and career readiness, social/emotional learning, mental health support, etc. * Within the first two months of school, the school administrator and school counselor must complete and sign the Annual Administrative Conference form (*Reference to Process Standard 2.4*). * For more information contact Dr. Chancey Fort [cfort@mdek12.org](mailto:cfort@mdek12.org) * The school Counselor will develop and create advisory committee as outline in the ASCA Model fourth edition *(Reference to Process Standard 2.4).* * For more information contact Dr. Chancey Fort [cfort@mdek12.org](mailto:cfort@mdek12.org) |

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

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| **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* * Conduct hearing, vision, and developmental screenings * **REQUIRED:** Submit Assurances [Forms](https://mdek12.org/EC/Guidelines-and-Standards) for *Early Learning Guidelines and Kindergarten Guidelines* * 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:   * MS Early Learning Guidelines and Standards * Introduction to Brigance * Early Childhood Leadership Training   Online early childhood trainings can be accessed at [www.mdek12.org/EC/Professional-Development](http://www.mdek12.org/EC/Professional-Development)  Districts may request professional development technical assistance at [earlychildhoodtrainings@mdek12.org.](mailto:earlychildhoodtrainings@mdek12.org) The Office of Early Childhood trainings can be found at the following GoSignMeUp link: <https://gsmu.mdek12.org/Public/Course/Browse>  **Back-to-School Resource Documents:**  [Social Distancing Strategies in the Classroom](https://mdek12.org/sites/default/files/social_distancing_strategies_in_the_classroom_7-13-2020_002.pdf) [Back-to-School Family Guide](https://mdek12.org/sites/default/files/oec_back_to_school_family_guide_2020-2021_final.pdf)  [Guidance to Support Learning Acceleration in Early Childhood Classrooms](https://www.mdek12.org/sites/default/files/ec_district_considerations_guidance4-14-21.pdf) |

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| **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 |  |

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| **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 (2023 – 2024) | * Gifted program placement procedures * Out-of-State Transfer Student Placement * GEP scheduling requirements |

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| **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 before classes begin:** 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-](https://www.mdek12.org/OHS/HS/health-services---school-based-administrative-claiming) [based-administrative-claiming](https://www.mdek12.org/OHS/HS/health-services---school-based-administrative-claiming) * [tools-that-work---your-guide-to-success-for-building-a-healthy-](https://www.mdek12.org/sites/default/files/documents/OHS/Home/tools-that-work---your-guide-to-success-for-building-a-healthy-school-20150710.pdf) [school-20150710.pdf (mdek12.org)](https://www.mdek12.org/sites/default/files/documents/OHS/Home/tools-that-work---your-guide-to-success-for-building-a-healthy-school-20150710.pdf) |

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| **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 * Review New MTSS Documentation Packet * Begin developing an intervention schedule * Complete Language Service Plans for English Learners and conduct parent meetings | * Beginning Year MTSS Planning * Tier I Behavior (PBIS) * 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> |

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| **LIBRARIES/LIBRARIANS** | |
| **Focus Tasks** | **MDE Related Supports/Professional Learning Topics** |
| * **REQUIRED:** Work with school librarians and the school advocacy committee to develop and implement SMART Student Learning Outcomes * **REQUIRED:** Work with school librarians and the school advocacy committee to develop and implement SMART School Library Program Goals * Create or revise school library policies and procedures * **REQUIRED:** Work with school librarians and the school advocacy committee to develop a 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   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 |

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| **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-4 IRP/GCE discussions * Register for Mississippi Statewide Literacy Professional Development (AIM Pathways) * Register for Science of Reading in the HQIM Classroom – Four-Part Series * Literacy Coaches deployed to assigned schools * 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 * Identify and recognize Emerging Science of Reading Schools * **Required:** Per state law, parents must receive written notification of a substantial deficit in reading within ten (10) business days of administering the BOY screener. | * PLCs/PD- Individual Reading Plan (IRP)s * Conduct initial Literacy Support School meetings with principals and superintendents * [MDE Coaching Model](https://www.mdek12.org/sites/default/files/Offices/MDE/OAE/OEER/Literacy/Administrators/6.7.21_mde_coaching_model_one-pager.pdf) * LBPA data results/Nextera reports **(MDE literacy coaches only)** * Literacy Coach Training (internal staff only) * Literacy Support School Assignments <https://www.mdek12.org/Literacy> |

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| **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](https://www.mdek12.org/sites/default/files/documents/MSIS/CALENDAR/district_timeline.pdf) * [Annual Data Reporting Calendar](https://www.mdek12.org/sites/default/files/documents/MSIS/CALENDAR/msis_annual_reporting_calendar.pdf) * Training Class (<https://gsmu.mdek12.org/>) * MSIS Reference Manuals (<https://www.mdek12.org/OTSS/MSIS/MSIS-Manuals>) |

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| **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> |

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| **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 FY2024 (combined & combining-signed) * Submit final count of EEF procurement cards required for FY2024 |  |

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| **SCHOOL IMPROVEMENT** | |
| **Focus Tasks** | **MDE Related Supports/Professional Learning Topics** |
| * Complete Request for Funds FY21, FY22, and FY23 (*1003 Grant Funds Reimbursement*) * Review School Improvement Budget to assess expenditures and need to obligate funds expiring in December of the current year * Obligate FY21 and FY22 funds by September 30, 2023 | * Technical Assistance as Requested from Schools/Districts * Virtual Comprehensive Support and Improvement (CSI) Touchpoints with More Rigorous Options Eligible Schools |

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| **SECONDARY EDUCATION** | |
| **Focus Tasks** | **MDE Related Supports/Professional Learning Topics** |
| * 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 for Tommisha Johnson [tjohnson@mdek12.org](mailto:tjohnson@mdek12.org). |

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| **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 FY24 IDEA Funding Application in MCAPS * Ensure all IDEA program budgets are aligned with approved applications and accounting system (new programs, carry forward programs, continuing programs) * Check FY22 IDEA grant 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)* * Check FY23 IDEA grant expenditures and revise funding applications in MCAPS if necessary; ***All FY23 IDEA Part B 611 and Preschool 619 funds must be obligated by September 30, 2024, and expended by December 2024*** *(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 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) 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) | * Policies and Procedures located at [www.mdek12.org,](http://www.mdek12.org/) Office of Special Education * Contact OSE at 601-359-3498 * Training information available on the [Trumba calendar,](https://www.trumba.com/calendars/MDE) [RESA](http://nmec.msresaservices.com/all-workshops/categories-mde) [websites](http://nmec.msresaservices.com/all-workshops/categories-mde) and at [www.gosignmeup.com](http://www.gosignmeup.com/) * Orton Gillingham based instruction training offered throughout the year * New Special Education Directors Supports * New Special Education Teacher Mentor Supports * Power Hour for Parents * Virtual Office Hours * Annual Parent Conference |

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| **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](https://www.mdek12.org/OTL/OTC/TMP) * 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> |

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| **TEXTBOOKS** | |
| **Focus Tasks** | **MDE Related Supports/Professional Learning Topics** |
| * **REQUIRED:** Ensure TIMS 2.0 is up to date with active and surplus titles and by removing disposed titles from the inventory platform and school building * **REQUIRED:** Ensure school has a textbook coordinator with access to TIMS 2.0 platform | * [TIMS Inventory Report](https://mdek12-my.sharepoint.com/Users/esimmons/Downloads/tims_2_inventory_2023.docx) due first Friday in August * [TIMS Security Form](https://mdek12-my.sharepoint.com/Users/esimmons/Downloads/tims_2_contact_2023%20(2).docx) due first Friday in August |

 **SEPTEMBER**

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| **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) |

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| **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 |  |

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| **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 Nextera; Biology and U.S. History – place preliminary orders in (DRC Insight) * **MAAP:** Technology Training for setting up Fall testing computers (NWEA 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 to prepare for NAEP 2024 Assessment. Principals designate school test coordinators to register and utilize the AMS data system in preparation for NAEP 2024 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](mailto:MSHelpDesk@datarecognitioncorp.com)   * NWEA Nextera Customer Support – ELA and Math: 1-800-644-4054 or [mscustomersupport@nwea.org](mailto:mscustomersupport@nwea.org) |

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| **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 15 for the current school year   * Work with School Attendance Officer and Regional Supervisor to ensure attendance reports are accurate and up-to-date * Chronic Absenteeism Report * Check Dropout Prevention Plan * Need Assessment for JDCs * Conduct Self-Assessment for Alternative Education Program | * <https://www.attendanceworks.org/> * [www.mdek12.org/OCSA/HS](http://www.mdek12.org/OCSA/HS) |

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| **COUNSELING** | |
| **Focus Tasks** | **MDE Related Supports/Professional Learning Topics** |
| * Fall School Counselors Institute * Mental Health and Suicide Prevention Training * Classroom Instruction/ Psychoeducation on Suicide Prevention – Tier I *(Suicide Prevention Month)* * Comprehensive School Counseling Program * Individual Student Success Plan (ISP) (*Ongoing)* | * Provide in-depth training to school counselors (PK-12) on best practices, MDE updates, supporting students holistically, etc. * Mental Health web page * School counselors develop a data driven Comprehensive School Counseling Program to address students' academic, social/emotional, college/career, and mental well-being * For more information contact Dr. Chancey Fort [cfort@mdek12.org](mailto:cfort@mdek12.org) |

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| **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 * CTE end-of-course assessment training * 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 Ben Alexander [ben.alexander@rcu.mstate.edu](mailto:ben.alexander@rcu.mstate) for information on the End-of-course assessment training and PULSE system |

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| **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 * 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   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](http://www.mdek12.org/EC/Guidelines-and-Standards) for *Early Learning Guidelines and Kindergarten Guidelines* * [Conduct Administrator Pre-K and Kindergarten Informal](https://mdek12.org/sites/default/files/documents/OAE/OEER/Early%20Childhood/Administration%20Look%20Fors%20Updated%2007.24.2018.pdf) [Observation Checklist](https://mdek12.org/sites/default/files/documents/OAE/OEER/Early%20Childhood/Administration%20Look%20Fors%20Updated%2007.24.2018.pdf) * Collaborate and communicate with community Head Start and early learning entities * **REQUIRED:** Conduct parent-teacher conferences either in-person, by phone or virtually | 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 * Early Childhood Leadership Training   Online early childhood trainings can be accessed at [www.mdek12.org/EC/Professional-Development](http://www.mdek12.org/EC/Professional-Development)  Districts may request professional development technical assistance at [earlychildhoodtrainings@mdek12.org.](mailto:earlychildhoodtrainings@mdek12.org) The Office of Early Childhood trainings can be found at the following GoSignMeUp link: <https://gsmu.mdek12.org/Public/Course/Browse> |

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| **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 30 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 |  |

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| **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) |

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| **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-](https://www.mdek12.org/OHS/HS/health-services---school-based-administrative-claiming) [based-administrative-claiming](https://www.mdek12.org/OHS/HS/health-services---school-based-administrative-claiming) |

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| **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 [**Multi-Tiered System of Supports GUIDANCE DOCUMENT**](chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https:/www.mdek12.org/sites/default/files/Offices/MDE/OAE/OEER/Intervention/guidance_document_mtss_june2020.pdf)   * EL Data Review |

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| **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 |

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| **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 * **Required:** Per state law, parents must receive written notification of a substantial deficit in reading within ten (10) business days of administering the BOY screener. * Review K-4 grade IRP information during data PLCs * Review/Create Action Plan * Conduct Literacy Support School Needs Assessment * Register for Mississippi Statewide Literacy Professional Development (AIM Pathways) | * 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 * 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 |

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| **MSIS** | |
| **Focus Tasks** | **MDE Related Supports/Professional Learning Topics** |
| * **September 11: 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](https://www.mdek12.org/sites/default/files/documents/MSIS/CALENDAR/district_timeline.pdf) * [Annual Data Reporting Calendar](https://www.mdek12.org/sites/default/files/documents/MSIS/CALENDAR/msis_annual_reporting_calendar.pdf) * Training Class (<https://gsmu.mdek12.org/>) * MSIS Reference Manuals (<https://www.mdek12.org/OTSS/MSIS/MSIS-Manuals>) |

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| **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 emergency bus evacuation drills (2 per school year; 1 per semester recommended) * Conduct tornado drills 2 per school year (1 per semester recommended) | <https://www.mdek12.org/OSOS/Home> |

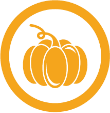
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| **SCHOOL FINANCIAL SERVICES** | |
| **Focus Tasks** | **MDE Related Supports/Professional Learning Topics** |
| * Request reimbursement for National Board process cost fee and moving expense * Complete annual report of tax revenue (Department of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

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| **SCHOOL IMPROVEMENT** | |
| **Focus Tasks** | **MDE Related Supports/Professional Learning Topics** |
| * Complete Request for Funds (*1003 Grant Funds Reimbursement*) * Obligate FY21 and FY22 funds by September 30, 2023 * Review School Improvement Budget * Community Engagement Council (district/school implementation) * Tentative Release of School Improvement Identifications based on 2022-2023 School Year Data | * Technical Assistance as Requested from Schools/Districts |

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| **SECONDARY EDUCATION** | |
| **Focus Tasks** | **MDE Related Supports/Professional Learning Topics** |
| * Military Star School Program-begin application process * District submission of online courses for MDE Mississippi Online Course Application (MOCA) review * Submission of new District of Innovation Plan for FY24 | * For information on Military Star School Program <https://www.mdek12.org/MilitaryStarSchool> * Further Information on MOCA <https://www.mdek12.org/ESE/OCA> * For more information visit [https://www.mdek12.org/ese/Districts-](https://www.mdek12.org/ese/Districts-and-Schools-of-Innovation) [and-Schools-of-Innovation](https://www.mdek12.org/ese/Districts-and-Schools-of-Innovation) |

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| **SPECIAL EDUCATION** | |
| **Focus Tasks** | **MDE Related Supports/Professional Learning Topics** |
| * September 30 Ending Funds: Last day to obligate FY22 IDEA funds; funds must be obligated (i.e., a completed purchase order or signed contract) by September 30 and liquidated (items received or services complete) by December * Check the status of IDEA FY24 Funding Application * Check expenditure reports for any needed revisions to IDEA Funding Applications in MCAPS * Ensure all IDEA program budgets are aligned with approved applications and accounting system (new programs, carry forward programs, continuing programs) * Evaluate equitable service activities (meaningful and ongoing private school consultation) * **REQUIRED by September 13:** Timely submission of IDEA request for funds in MCAPS * Evaluate the implementation of the Comprehensive Coordinated Early Intervening Services (CCEIS) Plan and expenditures (applicable for LEAs required to budget due to area of significantly disproportionality) * Work with teachers on completing IEPs, re-evaluations, and Parent Survey * 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 by September 15 (residential placements) * **REQUIRED by September 22:** Upload Educable Child Reimbursement Request Forms from July 15 – 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 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 | * Policies and Procedures located at [www.mdek12.org,](http://www.mdek12.org/) Office of Special Education * Contact OSE at 601-359-3498 * Training information available on the [Trumba calendar,](https://www.trumba.com/calendars/MDE) [RESA](http://nmec.msresaservices.com/all-workshops/categories-mde) [websites](http://nmec.msresaservices.com/all-workshops/categories-mde) and at [www.gosignmeup.com](http://www.gosignmeup.com/) * Orton Gillingham based instruction training offered throughout the year * New Special Education Directors Supports * New Special Education Teacher Mentor Supports * Power Hour for Parents * Special Education Directors’ Quarterly meeting * Virtual Office Hours |

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| **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](https://www.mdek12.org/OTL/OTC/TMP) * All current Professional Growth System rubrics, guidebooks, and training opportunities are available at <https://www.mdek12.org/OTL/OTC/professional-growth-system> |

 **OCTOBER**

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| **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> ). |

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| **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 |  |

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| **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 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: 2023** information is rolled over in new ACT portal.   + Watch ACT Now training portal videos; Update STC accounts and contact information in the ACT Now; Verify shipping address in the ACT Now;   + Begin requesting ACT authorized accommodations through ACT’s Test Accessibility and Accommodations System; Training will be held for ACT accommodation on November 15, 2023. * **MDE Test Security:** You may complete and upload District and School test security plans at any time. Plans must be uploaded in Caveon Core by January 12, 2024; Any Addendum needed to supplement the Test Security Plan for Fall EOC must be turned in by October 3, 2023. More information will be provided t**o** the DTCs**.** * **NAEP:** Finalize school coordinator registration for NAEP 2024 in the AMS. District Technology Coordinators indicate technology needs and complete Internet Connectivity Survey in the AMS. | * DRC Insight Customer Support – Science and History:   1-888-476-0264 or [MSHelpDesk@datarecognitioncorp.com](mailto:MSHelpDesk@datarecognitioncorp.com)   * NWEA Nextera Customer Support – ELA and Math: 1-800-644-4054 or [mscustomersupport@nwea.org](mailto:mscustomersupport@nwea.org) * ACT Customer Support –   General and Technical Inquiries: 1-800-553-6244x2800 [www.act.org/stateanddistrict/contactus](http://www.act.org/stateanddistrict/contactus)  Accommodations and/or EL Supports: 1-800-553-6244x1788 [ACTStateAccoms@act.org](mailto:ACTStateAccoms@act.org) |

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| **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 |  |

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| **COUNSELING** | |
| **Focus Tasks** | **MDE Related Supports/Professional Learning Topics** |
| * Mental Health and Suicide Prevention Training * Classroom Instruction/Psychoeducation on Bullying Prevention – Tier I *(Bullying Prevention Month)* * Classroom Instruction/Psychoeducation on Substance Abuse Prevention – Tier 1 *(Red Ribbon Week)* * Verification of Mental Health Training as outlined in HB 263 * New Course Code Request for the 2024-2025 School Year * Individual Student Success Plans (ISP) - (*Ongoing)* * Free Application for Federal Student Aid (FAFSA) - *Opens* | * *The Mental Health Assurance Form* due October 31 * Dr. Chancey Fort at cfort[@mdek12.org](mailto:cwalker@mdek12.org) and [MDE resources.](https://www.mdek12.org/ESE/Mental-Health) Refer to the [Improving The Mental Health of Mississippi's Children and Youth Guide](https://www.mdek12.org/sites/default/files/Offices/MDE/OAE/OEER/Suicide/improving_the_mental_health_of_mississippi_s_children_and_youth.pdf) for specific directions with verifying completed training. * The deadline for submitting a new course code request for the 2024-2025 school year, October 1 * Students can complete the FAFSA at [**studentaid.gov**](http://www.studentaid.gov/) as soon as the application opens in October of their senior year. Some Mississippi university scholarship programs require the FAFSA with deadlines as early as December 1 * For more information contact Dr. Chancey Fort at [cfort@mdek12.org](mailto:cfort@mdek12.org) |

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| **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](mailto:rharris@mdek12.org) about teacher budget and Christy Todd at [ctodd@mdek12.org](mailto:ctodd@mdek12.org) about equipment purchases |

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| **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](http://www.mdek12.org/EC/Guidelines-and-Standards) * Review Brigance III and Kindergarten Readiness available for all children * Collaborate and communicate with community Head Start and early learning entities * **REQUIRED**: Conduct parent-teacher conferences in-person, by phone or virtually | The MDE, through the Office of Early Childhood, is offering several trainings. The current list of trainings includes, but is not limited to:   * MS Early Learning Guidelines and Standards * Introduction to the PreK CLASS (Classroom Assessment Scoring System) Tool * Introduction to the K-3rd CLASS (Classroom Assessment Scoring System) Tool   Online early childhood trainings can be accessed at [www.mdek12.org/EC/Professional-Development](http://www.mdek12.org/EC/Professional-Development)  Districts may request professional development technical assistance at [earlychildhoodtrainings@mdek12.org.](mailto:earlychildhoodtrainings@mdek12.org) The Office of Early Childhood trainings are found at the following GoSignMeUp link: <https://gsmu.mdek12.org/Public/Course/Browse> |

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| **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 * Annual Count Survey of Neglected and Delinquent Institution |  |

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| **GIFTED** | |
| **Focus Tasks** | **MDE Related Supports/Professional Learning Topics** |
| * GEP Class Roles and Schedules uploaded to MSIS | * Identification Process * Teacher Unit Allocations |

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| **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 2023-2024](https://forms.office.com/Pages/ResponsePage.aspx?id=RLM1fgZxi0mZgAUQoTK3d3zdhGi7rXJCsK5Gkzjz72pURUNHSFFOWkZUR0hCTFQxOVEyU1MzWDBSRS4u&origin=Invitation&channel=0&wdLOR=c03CE18BA-8118-4EA4-B80F-840AFC031C9B) |

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| **INTERVENTION** | |
| **Focus Tasks** | **MDE Related Supports/Professional Learning TopicsA** |
| * 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) or Tier III (conducted no later than eight weeks after implementation) * Provide work samples * **REQUIRED:** Complete appropriate documentation * **REQUIRED by October 20:** 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 * Dyslexia Screener Guidance and Review * Social Emotional Learning (SEL) Standards <https://mdek12.org/sites/default/files/Offices/Secondary%20Ed/sel_standards_final_updated.pdf> * The MTSS Professional Development Request Form can be found at the following link   <https://mdek12.org/OAE/OEER/InterventionServices> |

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| **LIBRARIES/LIBRARIANS** | |
| **Focus Tasks** | **MDE Related Supports/Professional Learning Topics** |
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| **LITERACY** | |
| **Focus Tasks** | **MDE Related Supports/Professional Learning Topics** |
| * **Required:** Per state law, parents must receive written notification of a substantial deficit in reading within ten (10) business days of administering the BOY screener. * 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 |

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| **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](https://www.mdek12.org/sites/default/files/documents/MSIS/CALENDAR/district_timeline.pdf) * [Annual Data Reporting Calendar](https://www.mdek12.org/sites/default/files/documents/MSIS/CALENDAR/msis_annual_reporting_calendar.pdf) * Training Class (<https://gsmu.mdek12.org/>) * MSIS Reference Manuals (<https://www.mdek12.org/OTSS/MSIS/MSIS-Manuals>) |

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| **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> |

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| **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 FY2023 (combined & combining-signed * Master Teacher Certification input into MSIS to meet full salary supplement eligibility requirement * Revenue Reconciliation Form |  |

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| **SCHOOL IMPROVEMENT** | |
| **Focus Tasks** | **MDE Related Supports/Professional Learning Topics** |
| * Complete Request for Funds (*1003 Grant Funds Reimbursement*) * 2023-24 Training for Schools on Implementation Requirements for CSI, TSI, and ATSI | * Professional Learning to Support Implementation (TBD) * Technical Assistance as Requested from Schools/Districts |

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| **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 November-December MAAP administration * Submit new course request for the following school year. | * The deadline for submitting a new course code request is October 31 * For more information contact Dr. Chancey Fort at [cfort@mdek12.org](mailto:cfort@mdek12.org) |

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| **SPECIAL EDUCATION** | |
| **Focus Tasks** | **MDE Related Supports/Professional Learning Topics** |
| * Conduct Annual Fixed Asset Inventory Check of IDEA equipment/property according to district policy * 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, re-evaluations, and Parent Survey * Check expenditure reports for any needed revisions to IDEA Funding Applications in MCAPS * Ensure all IDEA program budgets are aligned with approved applications and accounting system (new programs, carry forward programs, continuing programs) * **REQUIRED by October 12:** Timely submission of IDEA request for funds in MCAPS * Check and verify IEP Progress Reports and verify that reports were provided to families as documented in IEPs * 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 * Begin running and verifying MSIS Personnel Snapshot | * Policies and Procedures located at [www.mdek12.org,](http://www.mdek12.org/) Office of Special Education * Contact OSE at 601-359-3498 * Training information available on the [Trumba calendar,](https://www.trumba.com/calendars/MDE) [RESA](http://nmec.msresaservices.com/all-workshops/categories-mde) [websites](http://nmec.msresaservices.com/all-workshops/categories-mde) and at [www.gosignmeup.com](http://www.gosignmeup.com/) * New Director EDGAR 101 Training (Collaboration with the Office of Federal Programs and the Office of Career and Technical Education) * Orton Gillingham based instruction training offered throughout the year * New Special Education Directors Supports * New Special Education Teacher Mentor Supports * Power Hour for Parents * New Special Education Directors’ EDGAR overview – TBA * Virtual Office Hours |

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| **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> |

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| **TEXTBOOKS** | |
| **Focus Tasks** | **MDE Related Supports/Professional Learning Topics** |
| * **REQUIRED:** Complete local (school-level) adoption committee and email to the Office of Instructional Materials and Library Media | * [Local Selection Committee](https://mdek12-my.sharepoint.com/Users/esimmons/Downloads/local_selection_2023_0.docx) due October 1st |

 **NOVEMBER**

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| **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> ). | |

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| **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 |  |

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| **ASSESSMENT** | |
| **Focus Tasks** | **MDE Related Supports/Professional Learning Topics** |
| * **MAAP**: DTCs must notify the STCs about the vendor STC Training Webinars (NWEA and DRC) for Fall EOC * **NWEA 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 and DRC   + Additional Order Window opens for ordering testing material (Large Print, Braille, etc.) * **MAAP-A:** Fall Re-Test Window - November 27 – December 12; Fall (4X4 only or for students needing PL2-3 for Alternate Diploma) * **LBPA:** Administer Middle of Year (MOY) K-3 Screeners (November 27 2023 – January 19, 2024) * **ELPT:** ELPT Training Invitation (Tentative November 28) * **ACT:**   **ACT Webinar – Accommodation Training –** November 15 by ACT  **ACT Now portal opens for ACT administrative tasks:**   * + Manage Participation for ACT (Select Dates for Testing on November 9 – December 8, 2023)   + Attend test administration and accommodations Q & A webinar on November 15, 2023 * Continue requesting ACT authorized accommodations through ACT's Test Accessibility and Accommodations System * Complete online site readiness tasks if interested in online testing * **MDE Test Security:** Upload a testing schedule for the MAAP Fall Administration by November 8; Testing Audits * Upload reports to Caveon Core during testing (irregularity, district request forms, etc.)   + **NAEP:** Selected schools update school-level information in the AMS for NAEP 2024 assessment. | * DRC Insight Customer Support – Science and History:   1-888-476-0264 or [MSHelpDesk@datarecognitioncorp.com](mailto:MSHelpDesk@datarecognitioncorp.com)   * NWEA Nextera Customer Support – ELA and Math: 1-800-644-4054 or [mscustomersupport@nwea.com](mailto:mscustomersupport@nwea.com) * ACT Customer Support –   General and Technical Inquiries: 1-800-553-6244x2800 [www.act.org/stateanddistrict/contactus](http://www.act.org/stateanddistrict/contactus)  Accommodations and/or EL Supports: 1-800-553-6244x1788 [ACTStateAccoms@act.org](mailto:ACTStateAccoms@act.org) |

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| **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 |  |

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| **COUNSELING** | |
| **Focus Tasks** | **MDE Related Supports/Professional Learning Topics** |
| * Individual Student Success Plans (ISP) (*Ongoing)* * Classroom Instruction/ Psychoeducation on Children Grief *– Tier 1 (Children Grief Awareness Month)* * Classroom Instruction/ Psychoeducation on College Application – Tier 1 *(College Application Awareness Month)* * Classroom Instruction/ Psychoeducation on Scholarships – Tier 1 *(Scholarship Awareness Month)* | * For more information contact Dr. Chancey Fort at [cfort@mdek12.org](mailto:cfort@mdek12.org) |

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| **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** * **Begin collecting student interest data 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](mailto:rharris@mdek12.org) about teacher budget and Christy Todd at [ctodd@mdek12.org](mailto:ctodd@mdek12.org) about equipment purchases * For questions concerning labor market data, contact Wendy Clemons at [wclemons@mdek12.org](mailto:wclemons@mdek12.org) |

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| **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](https://www.mdek12.org/sites/default/files/documents/OAE/OEER/Early%20Childhood/Administration%20Look%20Fors%20Updated%2007.24.2018.pdf) [Checklist](https://www.mdek12.org/sites/default/files/documents/OAE/OEER/Early%20Childhood/Administration%20Look%20Fors%20Updated%2007.24.2018.pdf)   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:   * MS Beginnings * Introduction to the PreK CLASS (Classroom Assessment Scoring System) Tool * Introduction to the K-3rd CLASS (Classroom Assessment Scoring System) Tool * Family Engagement   Online early childhood trainings can be accessed at [www.mdek12.org/EC/Professional-Development](http://www.mdek12.org/EC/Professional-Development)  Districts may request professional development technical assistance at [earlychildhoodtrainings@mdek12.org.](mailto:earlychildhoodtrainings@mdek12.org) The Office of Early Childhood trainings are found at the following GoSignMeUp link: <https://gsmu.mdek12.org/Public/Course/Browse> |

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| **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) * Consolidated State Performance Report (CSPR) Surveys due |  |

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| **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 2023-2024 academic year will be conducted onsite.)*** | GEP Monitoring Visit Protocol |

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| **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 |  |

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| **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 sixteen 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> |

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| **LIBRARIES/LIBRARIANS** | |
| **Focus Tasks** | **MDE Related Supports/Professional Learning Topics** |
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| **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 * **Required:** Per state law, parents must receive written notification of a substantial deficit in reading within ten (10) business days of administering the MOY screener. | * Science of Reading Training * Supporting Strong Readers in Adolescents (content area teachers and coaches) * Learning Walks * [Regional Family Night(s)](https://www.mdek12.org/sites/default/files/Offices/MDE/OAE/OEER/Literacy/Parents/2021-2022_families_as_partners_1.20.22.pdf) * [School Literacy Action Plan](https://www.mdek12.org/sites/default/files/Offices/MDE/OAE/OEER/Literacy/Administrators/1.27.21_schoolliteracyactionplantemplate_merged_2020-2021.pdf) |

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| **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](https://www.mdek12.org/sites/default/files/documents/MSIS/CALENDAR/district_timeline.pdf) * [Annual Data Reporting Calendar](https://www.mdek12.org/sites/default/files/documents/MSIS/CALENDAR/msis_annual_reporting_calendar.pdf) * Training Class (<https://gsmu.mdek12.org/>) * MSIS Reference Manuals (<https://www.mdek12.org/OTSS/MSIS/MSIS-Manuals>) |

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| **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> |

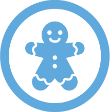
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| **SCHOOL FINANCIAL SERVICES** | |
| **Focus Tasks** | **MDE Related Supports/Professional Learning Topics** |
| * Request reimbursement for National Board process cost fee and moving expense |  |

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| **SCHOOL IMPROVEMENT** | |
| **Focus Tasks** | **MDE Related Supports/Professional Learning Topics** |
| * Complete Request for Funds (*1003 Grant Funds Reimbursement*) * Annual Interview for CSI school district teams | * Technical Assistance as Requested from Schools/Districts |

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| **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](mailto:wclemons@mdek12.org) on the MDE Reimbursement for Accelerated programs * Contact Lea Johnson at districtofinnovation@mdek12.org on District of Innovation Renewal application. |

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| **SPECIAL EDUCATION** | |
| **Focus Tasks** | **MDE Related Supports/Professional Learning Topics** |
| * Check expenditure reports for any needed revisions to IDEA Funding Applications in MCAPS * Ensure all IDEA program budgets are aligned with approved applications and accounting system (new programs, carry forward programs, continuing programs) * Work with teachers on completing IEPs, re-evaluations, and Parent Survey * **REQUIRED by November 12:** Timely submission of IDEA request for funds in MCAPS * Complete MSIS entries for December 1 Child Count and check for missing information and correctness * Continue verification/correction process of teacher/student schedule conflicts to submit by December 1 (month 3 submission) * Request any necessary Special Education Teacher forces in MSIS * **REQUIRED prior to November 10:** Complete Educable Child applications and upload into SharePoint (residential placements) * **REQUIRED by November 17:** Upload Educable Child Reimbursement Request Forms from September 16 – November 10 (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. | * Policies and Procedures located at [www.mdek12.org,](http://www.mdek12.org/) Office of Special Education * Contact OSE at 601-359-3498 * Training information available on the [Trumba calendar,](https://www.trumba.com/calendars/MDE) [RESA](http://nmec.msresaservices.com/all-workshops/categories-mde) [websites](http://nmec.msresaservices.com/all-workshops/categories-mde) and at [www.gosignmeup.com](http://www.gosignmeup.com/) * Orton Gillingham based instruction training offered throughout the year * New Special Education Directors Supports * New Special Education Teacher Mentor Supports * Power Hour for Parents * Virtual Office Hours |

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| **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](https://www.mdek12.org/OTL/OTC/TMP) * All current Professional Growth System rubrics, guidebooks, and training opportunities are available at <https://www.mdek12.org/OTL/OTC/professional-growth-system> |

 **DECEMBER**

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| **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> ). | |

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| **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 |  |

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| **ASSESSMENT** | |
| **Focus Tasks** | **MDE Related Supports/Professional Learning Topics** |
| * **MAAP: Fall** Test Window (November 27 – December 15, 2023) * **MAAP-A:** Fall Re-Test Window - November 27 – December 8, 2023; 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 (tentatively December 1, 2023 – January 14, 2024)   + Deadline to register two certificated persons per district for the ELPT Test Setup Training (December 15)   + Districts must complete the EL Roster Screen in the Federal Programs Module prior to December 15, 2023. * **LBPA:** Administer Middle of Year (MOY) K-3 Screeners (November 27 – January 19, 2024) * **ACT:**   + **ACT Webinar – Pre Admin** Training – December 12 by ACT   + Request ACT authorized accommodations through ACT's Test Accessibility and Accommodations System (Requests end January 12, 2024 for spring 2024 testing) * Verify student enrollment * Complete online site readiness tasks to ensure online testing can be used as needed (in case student is absent on paper test day). * **MDE Test Security:** Upload testing irregularity reports during testing window; sign and upload test security documents   + Principal Certification of State testing form, Test Security Certification form, and seating charts due by December 29 * **NAEP**: Selected School Coordinators receive Prepare for Assessment Tasks for NAEP 2024 Assessment | * DRC Insight Customer Support – Science and History:   1-888-476-0264 or [MSHelpDesk@datarecognitioncorp.com](mailto:MSHelpDesk@datarecognitioncorp.com)   * NWEA Nextera Customer Support – ELA and Math: 1-800-644-4054 or [mscustomersupport@nwea.org](mailto:mscustomersupport@nwea.org) * ACT Customer Support –   General and Technical Inquiries: 1-800-553-6244x2800 [www.act.org/stateanddistrict/contactus](http://www.act.org/stateanddistrict/contactus)  Accommodations and/or EL Supports: 1-800-553-6244x1788 [ACTStateAccoms@act.org](mailto:ACTStateAccoms@act.org) |

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| **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. |  |

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| **COUNSELING** | |
| **Focus Tasks** | **MDE Related Supports/Professional Learning Topics** |
| * Individual Student Success Plans (ISP) - (*Ongoing)* * Advisory Council Meeting – *Fall meeting held* | * For more information contact Dr. Chancey Fort at [cfort@mdek12.org](mailto:cfort@mdek12.org) |

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| **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](mailto:rharris@mdek12.org) about teacher budget and Christy Todd at [ctodd@mdek12.org](mailto:ctodd@mdek12.org) about equipment purchases * For questions concerning labor market data, contact Wendy Clemons at [wclemons@mdek12.org](mailto:wclemons@mdek12.org) |

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| **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](http://www.mdek12.org/EC/Guidelines-and-Standards) * **REQUIRED**: Conduct mid-year parent-teacher conferences in- person, by phone or virtually   Collaborate and communicate with community Head Start and early learning entities | * ONLINE TRAININGS ONLY FOR DECEMBER * Online early childhood trainings can be accessed at [www.mdek12.org/EC/Professional-Development](http://www.mdek12.org/EC/Professional-Development)   Districts may request professional development technical assistance at [earlychildhoodtrainings@mdek12.org.](mailto:earlychildhoodtrainings@mdek12.org) The Office of Early Childhood trainings can be found at the following GoSignMeUp link: <https://gsmu.mdek12.org/Public/Course/Browse> |

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| **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 |  |

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| **GIFTED** | |
| **Focus Tasks** | **MDE Related Supports/Professional Learning Topics** |
| * By December 8: GEP Teacher Unit Allocation Data (Student Number) finalized |  |

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| **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 |  |

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

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| **LIBRARIES/LIBRARIANS** | |
| **Focus Tasks** | **MDE Related Supports/Professional Learning Topics** |
| * **REQUIRED:** Review school-wide student and teacher surveys with school librarian | 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 |

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| **LITERACY** | |
| **Focus Tasks** | **MDE Related Supports/Professional Learning Topics** |
| * Complete survey of MDE Coaching Supports (Literacy Support Schools) * **Required:** Per state law, parents must receive written notification of a substantial deficit in reading within ten (10) business days of administering the MOY screener. | * Science of Reading Training |

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| **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](https://www.mdek12.org/sites/default/files/documents/MSIS/CALENDAR/district_timeline.pdf) * [Annual Data Reporting Calendar](https://www.mdek12.org/sites/default/files/documents/MSIS/CALENDAR/msis_annual_reporting_calendar.pdf) * Training Class (<https://gsmu.mdek12.org/>) * MSIS Reference Manuals (<https://www.mdek12.org/OTSS/MSIS/MSIS-Manuals>) |

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| **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> |

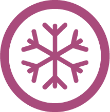
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| **SCHOOL FINANCIAL SERVICES** | |
| **Focus Tasks** | **MDE Related Supports/Professional Learning Topics** |
| * Request reimbursement for National Board process cost fee and moving expense * By December 6: All districts (public, non-public, and 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 |  |

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| **SCHOOL IMPROVEMENT** | |
| **Focus Tasks** | **MDE Related Supports/Professional Learning Topics** |
| * Complete Request for Funds (*1003 Grant Funds Reimbursement*) **Deadline to liquidate FY21 and FY22 1003 Funds** * Identified schools (CSI, TSI, ATSI, SAR) update to local school board   **(Begins for Identified Schools)** | * Technical Assistance as Requested from Schools/Districts |

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| **SECONDARY EDUCATION** | |
| **Focus Tasks** | **MDE Related Supports/Professional Learning Topics** |

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| **SPECIAL EDUCATION** | |
| **Focus Tasks** | **MDE Related Supports/Professional Learning Topics** |
| * Final liquidation of FY22 IDEA grant funds * Check expenditure reports for any needed revisions to IDEA Funding Applications in MCAPS * Ensure all IDEA program budgets are aligned with approved applications and accounting system (new programs, carry forward programs, continuing programs) * Evaluate equitable service activities (meaningful and ongoing private school consultation) * 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 * Evaluate the implementation of the CCEIS Plan and expenditures (applicable for LEAs required to budget due to area of significantly disproportionality) * **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,](http://www.mdek12.org/) Office of Special Education * Contact OSE at 601-359-3498 * Training information available on the [Trumba calendar,](https://www.trumba.com/calendars/MDE) [RESA](http://nmec.msresaservices.com/all-workshops/categories-mde) [websites](http://nmec.msresaservices.com/all-workshops/categories-mde) and at [www.gosignmeup.com](http://www.gosignmeup.com/) * Orton Gillingham based instruction training offered throughout the year * New Special Education Directors Supports * New Special Education Teacher Mentor Supports * Power Hour for Parents * Virtual Office Hours |

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| **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](https://www.mdek12.org/OTL/OTC/TMP) * All current Professional Growth System rubrics, guidebooks, and training opportunities are available at <https://www.mdek12.org/OTL/OTC/professional-growth-system> |

 **JANUARY**

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| **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> ). |

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| **ACCREDITATION** | |
| **Focus Tasks** | **MDE Related Supports/Professional Learning Topics** |
| * Submit class size waiver request * Submit school board member reports |  |

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| **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 Nextera; Science, Biology and U.S. History (DRC Insight)   + 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 (tentatively January 17)   + Paper-based testing order form due to DRC from DTCs (tentatively January 17)   + Test training for registered, certificated personnel begins (tentatively January 29)   + Paper test materials arrive in districts this week (tentatively January 29 – February 2) * **LBPA:** Finish administering MOY K-3 Screeners (November 27 –   January 19, 2024)   * **Test Security:** Final test security plan MUST be posted to MDE by January 17, 2024. This will be the year long plan from January 2024 to January 2025. * **ACT: Post Admin** Webinar hosted by ACT – January 23, 2024   + Verify student enrollment   + Complete online site readiness tasks to ensure online testing is supported   + Request Qualified Exceptions for Accommodations   + Order testing materials for Window 1 * **NAEP:** NAEP 2024 Testing Window for selected schools: January 29, 2024 – March 8, 2024. Selected schools to complete student updates in the AMS. | * DRC Insight Customer Support – Science and History:   1-888-476-0264 or [MSHelpDesk@datarecognitioncorp.com](mailto:MSHelpDesk@datarecognitioncorp.com)   * NWEA Nextera Customer Support – ELA and Math: 1-800-644-4054 or [mscustomersupport@nwea.org](mailto:mscustomersupport@nwea.org) * ACT Customer Support –   General and Technical Inquiries: 1-800-553-6244x2800 [www.act.org/stateanddistrict/contactus](http://www.act.org/stateanddistrict/contactus)  Accommodations and/or EL Supports: 1-800-553-6244x1788 [ACTStateAccoms@act.org](mailto:ACTStateAccoms@act.org) |

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| **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 |  |

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| **COUNSELING** | |
| **Focus Tasks** | **MDE Related Supports/Professional Learning Topics** |
| * Individual Student Success Plan (ISP) - Phase II (*Ongoing)* * Prepare/start Academic Planning and Post-Secondary | * For more information contact Dr. Chancey Fort at [cfort@mdek12.org](mailto:cfort@mdek12.org) |

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| **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** * **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](mailto:rharris@mdek12.org) about teacher budget and Christy Todd at [ctodd@mdek12.org](mailto:ctodd@mdek12.org) about equipment purchases * For questions concerning labor market data, contact Wendy Clemons at [wclemons@mdek12.org](mailto:wclemons@mdek12.org) |

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| **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](https://mdek12.org/sites/default/files/documents/OAE/OEER/Early%20Childhood/Administration%20Look%20Fors%20Updated%2007.24.2018.pdf) [Observation Checklist](https://mdek12.org/sites/default/files/documents/OAE/OEER/Early%20Childhood/Administration%20Look%20Fors%20Updated%2007.24.2018.pdf)   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:   * PreK CLASS (Classroom Assessment Scoring System) Training * MS Beginnings * Family Engagement   Online early childhood trainings can be accessed at [www.mdek12.org/EC/Professional-Development](http://www.mdek12.org/EC/Professional-Development)  Districts may request professional development early childhood training at [earlychildhoodtrainings@mdek12.org.](mailto:earlychildhoodtrainings@mdek12.org) The Office of Early Childhood trainings can be found at the following GoSignMeUp link: <https://gsmu.mdek12.org/Public/Course/Browse> |

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

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| **GIFTED** | |
| **Focus Tasks** | **MDE Related Supports/Professional Learning Topics** |
| * Scheduled GEP Monitoring continues ***(Monitoring for SY 2023- 2024 academic year will be conducted onsite.)*** | Gifted Outcomes |

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| **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 |  |

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| **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   Conduct Internal MTSS Audits |

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| **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 |

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| **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 * **Required:** Per state law, parents must receive written notification of a substantial deficit in reading within ten (10) business days of administering the OY screener. | * MOY Data Review * Regional Literacy Training(s) * Science of Reading Training |

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| **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 Timeline](https://www.mdek12.org/sites/default/files/documents/MSIS/CALENDAR/district_timeline.pdf) * [Annual Data Reporting Calendar](https://www.mdek12.org/sites/default/files/documents/MSIS/CALENDAR/msis_annual_reporting_calendar.pdf) * Training Class (<https://gsmu.mdek12.org/>) * MSIS Reference Manuals (<https://www.mdek12.org/OTSS/MSIS/MSIS-Manuals>) |

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| **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> |

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

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| **SCHOOL IMPROVEMENT** | |
| **Focus Tasks** | **MDE Related Supports/Professional Learning Topics** |
| * Complete Request for Funds (1003 Grant Funds Reimbursement) **9 months to FY23 obligation deadline (September 30, 2024)** * 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 | * Technical Assistance as Requested from Schools/Districts * Virtual CSI Touchpoints with School Improvement Facilitators |

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| **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 | <https://www.mdek12.org/ESE/ACT-Resources> |

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| **SPECIAL EDUCATION** | |
| **Focus Tasks** | **MDE Related Supports/Professional Learning Topics** |
| * Check expenditure reports for any needed revisions to IDEA Funding Applications in MCAPS * Collect Semi-annual/PARs for all federally funded staff (July 1 – December 31) * Ensure all IDEA program budgets are aligned with approved applications and accounting system (new programs, carry forward programs, continuing programs) * **REQUIRED by January 12:** Timely submission of IDEA request for funds in MCAPS * Complete Internal Fixed Assets Inventory; check all sites (EDGAR requirement) * By January 31: Collaborate with Federal Programs Director to search for private schools within the LEA * Work with teachers on completing IEPs, ESY determination meetings, re-evaluations, and Parent Survey * 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 prior to January 18:** Complete Educable Child applications and upload into SharePoint (residential placements) * **REQUIRED by January 25:** Upload Educable Child Reimbursement Request Forms from November 11 – 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 | * Policies and Procedures located at [www.mdek12.org,](http://www.mdek12.org/) Office of Special Education * Contact OSE at 601-359-3498 * Training information available on the [Trumba calendar,](https://www.trumba.com/calendars/MDE) [RESA](http://nmec.msresaservices.com/all-workshops/categories-mde) [websites](http://nmec.msresaservices.com/all-workshops/categories-mde) and at [www.gosignmeup.com](http://www.gosignmeup.com/) * Orton Gillingham based instruction training offered throughout the year * New Special Education Directors Supports * New Special Education Teacher Mentor Supports * Power Hour for Parents * Virtual Office Hours * Quarterly Special Education Director’s Meeting |

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| **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 * Ensure all educator observers have completed an MDE-approved Professional Growth System (PGS) and continue informal observations | * [Mentoring and Induction Toolkit](https://www.mdek12.org/OTL/OTC/TMP) * All current Professional Growth System rubrics, guidebooks, and training opportunities are available at <https://www.mdek12.org/OTL/OTC/professional-growth-system> |

 **FEBRUARY**

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| **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> ). |

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

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| **ASSESSMENT** | |
| **Focus Tasks** | **MDE Related Supports/Professional Learning Topics** |
| * **MAAP: Technology** Training for Districts   DTC and Technology Coordinator Webinars continue for spring 2023 assessment preparation   * **MAAP:** Fall 2022 Reports available in NWEA Nextera and DRC Insight   + District Data submitted to MSIS will be used for Pre-ID files to be sent to Vendors for Spring Testing * **MAAP-A:** Begin filling out LCI in NWEA Nextera Attend DTC, STC, SPED Director Training * **ELPT:** Set-up and Administration Training (February 7-10)   + Deadline to order additional large print/Braille (tentatively February 1- 10) * **LBPA: Complete** K-3 Screener requirements (upload MOY universal screener data by February 2, 2024) * **ACT:** Order testing materials for Window 1;   **ACT: Window 1**   * + Paper – February 27, 2024   + Accommodations – February 27 – March 1 and March 4-8, 2024   + Online – February 27 – March 1 & March 4-8, 2024 * **NAEP:** NAEP 2024 Testing Window for selected schools: January 29, 2024 – March 8, 2024 | * DRC Insight Customer Support – Science and History:   1-888-476-0264 or [MSHelpDesk@datarecognitioncorp.com](mailto:MSHelpDesk@datarecognitioncorp.com)   * NWEA Nextera Customer Support – ELA and Math: 1-800-644-4054 or [mscustomersupport@nwea.org](mailto:mscustomersupport@nwea.org) * ACT Customer Support –   General and Technical Inquiries: 1-800-553-6244x2800 [www.act.org/stateanddistrict/contactus](http://www.act.org/stateanddistrict/contactus)  Accommodations and/or EL Supports: 1-800-553-6244x1788 [ACTStateAccoms@act.org](mailto:ACTStateAccoms@act.org) |

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| **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 |  |

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| **COUNSELING** | |
| **Focus Tasks** | **MDE Related Supports/Professional Learning Topics** |
| * National School Counseling Week * Individual Student Success Plan (ISP) - Phase II (*Ongoing)* * Classroom Instruction/Psychoeducation on Career and Technical Education – Tier 1 *(Career and Technical Awareness Month)* * Spring School Counselor Institute | * For more information contact Dr. Chancey Fort at [cfort@mdek12.org](mailto:cfort@mdek12.org) |

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| **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](mailto:rharris@mdek12.org) about teacher budget and Christy Todd at [ctodd@mdek12.org](mailto:ctodd@mdek12.org) about equipment purchases * For questions concerning labor market data, contact Wendy Clemons at [wclemons@mdek12.org](mailto:wclemons@mdek12.org) * Please contact Ben Alexander ben.alexander[@rcu.msstate.edu](mailto:cliff.thames@rcu.msstate.edu) for information on the PULSE system |

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| **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   * [Review *Early Learning Guidelines for Classrooms Serving 3 - and 4-*](https://www.mdek12.org/sites/default/files/Offices/MDE/OAE/OEER/Early%20Childhood/Early%20Childhood%20Early%20Learning%20Guidelines%203%27s%20%204%27s%202018%20FINAL%20with%20no%20mark-ups.pdf)[*Year-Old Children*](https://www.mdek12.org/sites/default/files/Offices/MDE/OAE/OEER/Early%20Childhood/Early%20Childhood%20Early%20Learning%20Guidelines%203%27s%20%204%27s%202018%20FINAL%20with%20no%20mark-ups.pdf) * [Review *Early Learning Standards for Classrooms Serving Infants*](https://www.mdek12.org/sites/default/files/final_infants_through_four-year-old_early_learning_standards_2020.08.21_jg.pdf)[*through 4-Year-Old Children*](https://www.mdek12.org/sites/default/files/final_infants_through_four-year-old_early_learning_standards_2020.08.21_jg.pdf) * Collaborate and communicate with community Head Start and early learning entities | | * Register for the Approved Specialized Training Program (as needed) * Register for the Early Childhood Summer Conference   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 * PreK CLASS (Classroom Assessment Scoring System) Training   Online early childhood trainings can be accessed at [www.mdek12.org/EC/Professional-Development](http://www.mdek12.org/EC/Professional-Development)  Districts may request professional development technical assistance at [earlychildhoodtrainings@mdek12.org.](mailto:earlychildhoodtrainings@mdek12.org)  The Office of Early Childhood trainings can be found at the following GoSignMeUp link: <https://gsmu.mdek12.org/Public/Course/Browse> | |

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| **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) |  |

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| **GIFTED** | |
| **Focus Tasks** | **MDE Related Supports/Professional Learning Topics** |
| * GEP Monitoring (as scheduled) ***(Monitoring for SY 2023-2024 academic year will be conducted onsite.)*** | Mass Screening (Equity and Bias Training) |

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| **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 |  |

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

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| **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 |

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| **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) |

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| **MSIS** | |
| **Focus Tasks** | **MDE Related Supports/Professional Learning Topics** |
| * **REQUIRED by February 10:** Districts must clear Month 05 MSD files | * [District Timeline](https://www.mdek12.org/sites/default/files/documents/MSIS/CALENDAR/district_timeline.pdf) * [Annual Data Reporting Calendar](https://www.mdek12.org/sites/default/files/documents/MSIS/CALENDAR/msis_annual_reporting_calendar.pdf) * Training Class (<https://gsmu.mdek12.org/>) * MSIS Reference Manuals (<https://www.mdek12.org/OTSS/MSIS/MSIS-Manuals>) |

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| **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> |

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| **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 |  |

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| **SCHOOL IMPROVEMENT** | |
| **Focus Tasks** | **MDE Related Supports/Professional Learning Topics** |
| * **OSI Annual Convening (Tentative)** * Complete Request for Funds *(1003 Grant Funds Reimbursement)* ***8 months to FY23 obligation deadline (September 30, 2024)*** * 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 | * Technical Assistance as Requested from Schools/Districts |

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| **SECONDARY EDUCATION** | |
| **Focus Tasks** | **MDE Related Supports/Professional Learning Topics** |
| * Military Star School Application due | * Submit completed application to [militarystarschool@mdek12.org](mailto:militarystarschool@mdek12.org) |

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| **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 * Ensure all IDEA program budgets are aligned with approved applications and accounting system (new programs, carry forward programs, continuing programs) * **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,](http://www.mdek12.org/) Office of Special Education * Contact OSE at 601-359-3498 * Training information available on the [Trumba calendar,](https://www.trumba.com/calendars/MDE) [RESA](http://nmec.msresaservices.com/all-workshops/categories-mde) [websites](http://nmec.msresaservices.com/all-workshops/categories-mde) and at [www.gosignmeup.com](http://www.gosignmeup.com/) * Orton Gillingham based instruction training offered throughout the year * New Special Education Directors Supports * New Special Education Teacher Mentor Supports * Power Hour for Parents * Virtual Office Hours |

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| **TEACHING AND LEADING** | |
| **Focus Tasks** | **MDE Related Supports/Professional Learning Topics** |
| * February 1: Districts may begin to submit applications for district-requested licensure types 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](https://www.mdek12.org/OTL/OTC/TMP) * All current Professional Growth System rubrics, guidebooks, and training opportunities are available at <https://www.mdek12.org/OTL/OTC/professional-growth-system> |

 **MARCH**

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| **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>) |

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| **ACCREDITATION** | |
| **Focus Tasks** | **MDE Related Supports/Professional Learning Topics** |
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| **ASSESSMENT** | |
| **Focus Tasks** | **MDE Related Supports/Professional Learning Topics** |
| * **ALL:** STC Training * **MAAP:**   + Pre-ID files to be sent to Vendors for Spring Testing   + STC Training Webinars (NWEA and DRC)   + NWEA Nextera and DRC Insight: Administration Window Opens (DTCs/STCs can set up testing sessions, enter accommodations, etc.) * **MAAP-A:** Testing window opens (March 11– May 8, 2024) * **ELPT:** ELP testing window opens (March 1)   + Deadline for DTCs to order additional paper-based materials (March 1 - 22) * **LBPA:**   + Administer End of Year (EOY) Kindergarten Readiness and K-3 Screeners (April 1 – May 10, 2024)   + 3rd Grade MAAP-ELA (April 8 – April 19, 2024) * **ACT:** Window 1   + Accommodations – March 1 & March 4-8, 2024   + Online –March 1 – March 1 & March 4-8, 2024 * **ACT:** Window 2   + Paper – March 26, 2024   + Accommodations – March 26-29 & April 1-5, 2024 * Online – March 26-29 & April 1-5, 2024 * **MDE Test Security:** Upload a testing schedule for the MAAP spring window   + **NAEP:** NAEP 2023 Testing Window for selected schools: January 29, 2024 – March 8, 2024 | * DRC Insight Customer Support – Science and History:   1-888-476-0264 or [MSHelpDesk@datarecognitioncorp.com](mailto:MSHelpDesk@datarecognitioncorp.com)   * NWEA Nextera Customer Support – ELA and Math: 1-800-644-4054 or [mscustomersupport@nwea.com](mailto:mscustomersupport@nwea.com) * ACT Customer Support –   General and Technical Inquiries: 1-800-553-6244x2800 [www.act.org/stateanddistrict/contactus](http://www.act.org/stateanddistrict/contactus)  Accommodations and/or EL Supports: 1-800-553-6244x1788 [ACTSta](mailto:ACTStateAccoms@act.org)[teAccoms@act.org](mailto:teAccoms@act.org) |

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| **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** |  |

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| **COUNSELING** | |
| **Focus Tasks** | **MDE Related Supports/Professional Learning Topics** |
| * Individual Student Success Plan (ISP) - Phase II (*Ongoing)* | * For more information contact Dr. Chancey Fort at [cfort@mdek12.org](mailto:cfort@mdek12.org) |

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| **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](mailto:rharris@mdek12.org) about teacher budget and Christy Todd at [ctodd@mdek12.org](mailto:ctodd@mdek12.org) about equipment purchases and LPA * Webinars will be hosted on preparing the Local Plan Application (LPA) |

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| **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](https://www.mdek12.org/sites/default/files/documents/OAE/OEER/Early%20Childhood/Administration%20Look%20Fors%20Updated%2007.24.2018.pdf) [Observation Checklist](https://www.mdek12.org/sites/default/files/documents/OAE/OEER/Early%20Childhood/Administration%20Look%20Fors%20Updated%2007.24.2018.pdf) * Collaborate and communicate with community Head Start and early learning entities | * Register for Early Childhood Approved Specialized Training Program (as needed) * Register for the Early Childhood Summer Conference * The MDE, through the Office of Early Childhood, is offering several trainings. The current list of trainings includes, but is not limited to: * MS Beginnings * Family Engagement   Online early childhood trainings can be accessed at [www.mdek12.org/EC/Professional-Development](http://www.mdek12.org/EC/Professional-Development)  Districts may request professional development technical assistance at [earlychildhood@mdek12.org.](mailto:earlychildhood@mdek12.org) The Office of Early Childhood trainings can be found at the following GoSignMeUp link: <https://gsmu.mdek12.org/Public/Course/Browse> |

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| **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   * Title IV-A Use of Funds Survey for closed grant |  |

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| **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 2023-2024 academic year will be conducted onsite.)*** | GEP Program Evaluation |

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| **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> |

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| **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 * Provide ELPT Platform Review | * Foundational Skills (Comprehension) * Reflect on successes and areas of growth * Plan for upcoming transition meetings * Plan for summer supports |

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| **LIBRARIES/LIBRARIANS** | |
| **Focus Tasks** | **MDE Related Supports/Professional Learning Topics** |
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| **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 |

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| **MSIS** | |
| **Focus Tasks** | **MDE Related Supports/Professional Learning Topics** |
| * **REQUIRED by March 10:** Districts must clear Month 06 MSD files | * [District Timeline](https://www.mdek12.org/sites/default/files/documents/MSIS/CALENDAR/district_timeline.pdf) * [Annual Data Reporting Calendar](https://www.mdek12.org/sites/default/files/documents/MSIS/CALENDAR/msis_annual_reporting_calendar.pdf) * Training Class (<https://gsmu.mdek12.org/>) * MSIS Reference Manuals (<https://www.mdek12.org/OTSS/MSIS/MSIS-Manuals>) |

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| **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> |

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

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| **SCHOOL IMPROVEMENT** | |
| **Focus Tasks** | **MDE Related Supports/Professional Learning Topics** |
| * **Complete Request for Funds *(1003 Grant Funds Reimbursement) 7 months to FY23 obligation deadline (September 30, 2024)*** * **Identified schools (CSI, TSI, ATSI, SAR) update to local school board** | * Technical Assistance as Requested from Schools/Districts * Virtual CSI Touchpoints with School Improvement Facilitators |

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| **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/> |

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| **SPECIAL EDUCATION** | |
| **Focus Tasks** | **MDE Related Supports/Professional Learning Topics** |
| * Check expenditure reports for any needed revisions to IDEA Funding Applications in MCAPS * Ensure all IDEA program budgets are aligned with approved applications and accounting system (new programs, carry forward programs, continuing programs) * Evaluate equitable service activities (meaningful and ongoing private school consultation) * Begin upcoming fiscal year consultation with private schools on intent to participate * Work with teachers on completing IEPs, ESY determination meetings, re-evaluations, and Parent Survey * **REQUIRED by March 15:** Timely submission of IDEA request for funds in MCAPS * Evaluate the implementation of the CCEIS Plan and expenditures (applicable for LEAs required to budget due to area of significantly disproportionality) * **REQUIRED prior to March 15:** Complete Educable Child applications and upload into SharePoint (residential placements) * **REQUIRED by March 22:** Upload Educable Child Reimbursement Request Forms from January 19 – March 15 (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,](http://www.mdek12.org/) Office of Special Education * Contact OSE at 601-359-3498 * Training information available on the [Trumba calendar,](https://www.trumba.com/calendars/MDE) [RESA](http://nmec.msresaservices.com/all-workshops/categories-mde) [websites](http://nmec.msresaservices.com/all-workshops/categories-mde) and at [www.gosignmeup.com](http://www.gosignmeup.com/) * Orton Gillingham based instruction training offered throughout the year * New Special Education Directors Supports * New Special Education Teacher Mentor Supports * Power Hour for Parents * Virtual Office Hours * Collaborative Fiscal Conference |

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| **TEACHING AND LEADING** | |
| **Focus Tasks** | **MDE Related Supports/Professional Learning Topics** |
| * 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](https://www.mdek12.org/OTL/OTC/TMP) * All current Professional Growth System rubrics, guidebooks, and training opportunities are available at <https://www.mdek12.org/OTL/OTC/professional-growth-system> |

 **APRIL**

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| **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> ). |

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| **ACCREDITATION** | |
| **Focus Tasks** | **MDE Related Supports/Professional Learning Topics** |
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| **ASSESSMENT** | |
| **Focus Tasks** | **MDE Related Supports/Professional Learning Topics** |
| * **MAAP: Spring** Test Window (April 8 – May 17, 2024)   + Additional Order Window opens for ordering testing material (Large Print, Braille, etc.) * **MAAP-A:** Testing window open (March 11 – May 3, 2024) * **ELPT:** Testing window closes (April 12)   + Test materials should arrive at DRC no later than April 19 * **LBPA: Administer** 3rd Grade MAAP-ELA   + April 8 – 19, 2024 – Grade 3 Reading   + Review students that qualify for Good Cause Exemptions   + Finish administering EOY K-3 Screeners * **ACT**: **Test Window 3**   Paper – April 23, 2024  Accommodations – April 23-26; April 29-30 & May 1-3, 2024  Online – April 23-26; April 29-30 & May 1-3, 2024   * **MDE Test Security: Upload** testing irregularity reports during the testing window; School Audits will begin * **NAEP:** NAEP State Coordinator will conduct assessment debriefings with a sample of selected schools. Participation surveys will be distributed. | * DRC Insight Customer Support – Science and History:   1-888-476-0264 or [MSHelpDesk@datarecognitioncorp.com](mailto:MSHelpDesk@datarecognitioncorp.com)   * NWEA Nextera Customer Support – ELA and Math: 1-800-644-4054 or [mscustomersupport@nwea.org](mailto:mscustomersupport@nwea.org) * ACT Customer Support –   General and Technical Inquiries: 1-800-553-6244x2800 [www.act.org/stateanddistrict/contactus](http://www.act.org/stateanddistrict/contactus)  Accommodations and/or EL Supports: 1-800-553-6244x1788 [ACTStateAccoms@act.org](mailto:ACTStateAccoms@act.org) |

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| **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 |  |

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| **COUNSELING** | |
| **Focus Tasks** | **MDE Related Supports/Professional Learning Topics** |
| * Classroom Instruction/Psychoeducation on Counseling Awareness – Tier 1 *(Counseling Awareness Month)* * Individual Student Success Plan (ISP) - Phase II (*Ongoing)* * Develop and disseminate *Needs Assessment* to stakeholders | * For more information contact Dr. Chancey Fort at [cfort@mdek12.org](mailto:cfort@mdek12.org) |

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| **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](mailto:rharris@mdek12.org) about teacher budget and Christy Todd at [ctodd@mdek12.org](mailto:ctodd@mdek12.org) about equipment purchases and LPA * Webinars will be hosted on preparing the Local Plan Application (LPA) |

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| **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:** 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*](https://www.mdek12.org/sites/default/files/Offices/MDE/OAE/OEER/Early%20Childhood/Early%20Childhood%20Early%20Learning%20Guidelines%203%27s%20%204%27s%202018%20FINAL%20with%20no%20mark-ups.pdf)[*4-Year-Old Children*](https://www.mdek12.org/sites/default/files/Offices/MDE/OAE/OEER/Early%20Childhood/Early%20Childhood%20Early%20Learning%20Guidelines%203%27s%20%204%27s%202018%20FINAL%20with%20no%20mark-ups.pdf) * [Review *Early Learning Standards for Classrooms Serving Infants*](https://www.mdek12.org/sites/default/files/final_infants_through_four-year-old_early_learning_standards_2020.08.21_jg.pdf)[*through 4-Year-Old Children*](https://www.mdek12.org/sites/default/files/final_infants_through_four-year-old_early_learning_standards_2020.08.21_jg.pdf) * Conduct [Administrator Pre-K and Kindergarten Informal](https://www.mdek12.org/sites/default/files/documents/OAE/OEER/Early%20Childhood/Administration%20Look%20Fors%20Updated%2007.24.2018.pdf) [Observation Checklist](https://www.mdek12.org/sites/default/files/documents/OAE/OEER/Early%20Childhood/Administration%20Look%20Fors%20Updated%2007.24.2018.pdf) * **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 Early Childhood Specialized Bootcamp Training (as needed) * Register for the Mississippi Early Childhood Education Conference * Other Trainings as requested: [Professional Development Request](https://www.mdek12.org/sites/default/files/mde_early_childhood_professional_development_request_form.pdf)   Online early childhood trainings can be accessed at [www.mdek12.org/EC/Professional-Development](http://www.mdek12.org/EC/Professional-Development)     * Districts may request professional development technical assistance training at [earlychildhoodtrainings@mdek12.org.](mailto:earlychildhoodtrainings@mdek12.org) The Office of Early Childhood trainings can be found at the following GoSignMeUp link: <https://gsmu.mdek12.org/Public/Course/Browse> |

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| **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 |  |

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| **GIFTED** | |
| **Focus Tasks** | **MDE Related Supports/Professional Learning Topics** |
| * GEP Monitoring (as scheduled) ***(Monitoring for SY 2023-2024 academic year will be conducted onsite.)*** * GEP Services continue through the end of the academic year | Implementation of Gifted Navigator Training |

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| **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 |  |

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| **INTERVENTION** | |
| **Focus Tasks** | **MDE Related Supports/Professional Learning Topics** |
| * **REQUIRED:** Conduct documented review meetings for students receiving Tier II and Tier III interventions * **REQUIRED by April 19:** Screen ALL kindergarten students for dyslexia utilizing one of the state-approved dyslexia screeners | * MTSS and EL file review * Dyslexia Awareness Training Spreadsheets can be found at the following link   <https://mdek12.org/OAE/OEER/Dyslexia> |

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| **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 |

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| **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) * **Required:** Per state law, parents must receive written notification of a substantial deficit in reading within ten (10) business days of administering the EOY screener. | * Complete School Profile Template * Science of Reading Training [www.mdek12.org/literacy](http://www.mdek12.org/literacy) |

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| **MSIS** | |
| **Focus Tasks** | **MDE Related Supports/Professional Learning Topics** |
| * **REQUIRED by April 10: Districts must clear Month 07 MSD files** | * [District Timeline](https://www.mdek12.org/sites/default/files/documents/MSIS/CALENDAR/district_timeline_2020-2021.pdf)District Timeline * [Annual Data Reporting Calendar](https://www.mdek12.org/sites/default/files/documents/MSIS/CALENDAR/msis_annual_reporting_calendar.pdf) * Training Class (<https://gsmu.mdek12.org/>) * MSIS Reference Manuals (<https://www.mdek12.org/OTSS/MSIS/MSIS-Manuals>) |

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| **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> |

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| **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 FY2024 spending deadline |  |

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| **SCHOOL IMPROVEMENT** | |
| **Focus Tasks** | **MDE Related Supports/Professional Learning Topics** |
| * Complete Request for Funds *(1003 Grant Funds Reimbursement)* ***6 months to FY23 obligation deadline (September 30, 2024)*** * Identified schools (CSI, TSI, ATSI, SAR) update to local school board | * Technical Assistance as Requested from Schools/Districts * Virtual CSI Touchpoints with School Improvement Facilitators |

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| **SPECIAL EDUCATION** | |
| **Focus Tasks** | **MDE Related Supports/Professional Learning Topics** |
| * Check expenditure reports for any needed revisions to IDEA Funding Applications in MCAPS * Ensure all IDEA program budgets are aligned with approved applications and accounting system (new programs, carry forward programs, continuing programs) * 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) * 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,](http://www.mdek12.org/) Office of Special Education * Contact OSE at 601-359-3498 * Training information available on the [Trumba calendar,](https://www.trumba.com/calendars/MDE) [RESA](http://nmec.msresaservices.com/all-workshops/categories-mde) [websites](http://nmec.msresaservices.com/all-workshops/categories-mde) and at [www.gosignmeup.com](http://www.gosignmeup.com/) * Orton Gillingham based instruction training offered throughout the year * New Special Education Directors Supports * New Special Education Teacher Mentor Supports * Power Hour for Parents * Virtual Office Hours |

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| **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](https://www.mdek12.org/OTL/OTC/TMP) * All current Professional Growth System rubrics, guidebooks, and training opportunities are available at <https://www.mdek12.org/OTL/OTC/professional-growth-system> |

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| **TEXTBOOKS** | |
| **Focus Tasks** | **MDE Related Supports/Professional Learning Topics** |
| * **REQUIRED:** Submit Intent to Adopt to the regional textbook company, Tennessee Book Company, and coordinator any necessary publisher site visits | * [Intent to Adopt Form](https://mdek12-my.sharepoint.com/Users/esimmons/Downloads/intent_to_adopt_2023.docx) due April 30 |

 **MAY**

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| **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> ). |

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| **ACCREDITATION** | |
| **Focus Tasks** | **MDE Related Supports/Professional Learning Topics** |
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| **ASSESSMENT** | |
| **Focus Tasks** | **MDE Related Supports/Professional Learning Topics** |
| * **MAAP: Spring Test Window (Ends May 17, 2024)** * 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 3, 2024; Transcription ends May 8, 2024)**   + All test scores **MUST** be transcribed in the NWEA Nextera portal by May 8, 2024) * **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 6– 10, 2024)   + Complete Good Cause Exemption paperwork * **ACT**: **Test Window 3**   Accommodations –May 1-3, 2024  Online –May 1-3, 2024   * **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 | * DRC Insight Customer Support – Science and History:   1-888-476-0264 or [MSHelpDesk@datarecognitioncorp.com](mailto:MSHelpDesk@datarecognitioncorp.com)   * NWEA Nextera Customer Support – ELA and Math: 1-800-644-4054 or [mscustomersupport@nwea.org](mailto:mscustomersupport@nwea.org) |

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| **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 |  |

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| **COUNSELING** | |
| **Focus Tasks** | **MDE Related Supports/Professional Learning Topics** |
| * School Counseling Program Assessment * School Counselors complete Stakeholders Needs Assessment * and Instruction on Mental Health Awareness *(Mental Health Awareness Month)* * Transition meeting *(Elementary to Middle to High to Post- Secondary)* * 2023-2024 ISP Completed * Advisory Council Meeting – Spring meeting held * Comprehensive School Counseling Program Binder - *(Complete for the 2023-2024)* | * [Mental Health resources](https://www.mdek12.org/ESE/Mental-Health) * For more information contact Dr. Chancey Fort at [cfort@mdek12.org](mailto:cfort@mdek12.org) |

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| **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) * Submission through SharePoint of MDE Reimbursement for WorkKeys Assessments | * Please contact the CTE office at 601-359-3974 or email Rozelia Harrris at [rharris@mdek12.org](mailto:rharris@mdek12.org) about teacher budget and Christy Todd at [ctodd@mdek12.org](mailto:ctodd@mdek12.org) about equipment purchases and LPA * Please contact Mandy Hackman at [ahackman@mdek12.org](mailto:ahackman@mdek12.org) about requesting reimbursement for national certification testing * Please contact Ben Alexander ben.alexander[@rcu.msstate.edu](mailto:cliff.thames@rcu.msstate.edu) for information on the PULSE system * Contact Mandy Hackman at [ahackman@mdek12.org](mailto:ahackman@mdek12.org) with questions about WorkKeys reimbursement |

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| **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 closed; Brigance screening window closed * [Review *Early Learning Guidelines for Classrooms Serving 3 - and*](https://www.mdek12.org/sites/default/files/Offices/MDE/OAE/OEER/Early%20Childhood/Early%20Childhood%20Early%20Learning%20Guidelines%203%27s%20%204%27s%202018%20FINAL%20with%20no%20mark-ups.pdf)[*4-Year-Old Children*](https://www.mdek12.org/sites/default/files/Offices/MDE/OAE/OEER/Early%20Childhood/Early%20Childhood%20Early%20Learning%20Guidelines%203%27s%20%204%27s%202018%20FINAL%20with%20no%20mark-ups.pdf) * [Review *Early Learning Standards for Classrooms Serving Infants*](https://www.mdek12.org/sites/default/files/final_infants_through_four-year-old_early_learning_standards_2020.08.21_jg.pdf)[*through 4-Year-Old Children*](https://www.mdek12.org/sites/default/files/final_infants_through_four-year-old_early_learning_standards_2020.08.21_jg.pdf) * Collaborate and communicate with community Head Start and early learning entities * Select topics/days to attend the Early Childhood Specialized Bootcamp Training (as needed) | * Register for Early Childhood Specialized Bootcamp Training (as needed) * Register for the Mississippi Early Childhood Education Conference * Other Trainings as requested: [Professional Development Request](https://www.mdek12.org/sites/default/files/mde_early_childhood_professional_development_request_form.pdf)   Online early childhood trainings can be accessed at [www.mdek12.org/EC/Professional-Development](http://www.mdek12.org/EC/Professional)  Districts may request professional development technical assistance training at [earlychildhoodtrainings@mdek12.org.](mailto:earlychildhoodtrainings@mdek12.org) The Office of Early Childhood trainings can be found at the following GoSignMeUp link: <https://gsmu.mdek12.org/Public/Course/Browse> |

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| **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 |  |

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| **GIFTED** | |
| **Focus Tasks** | **MDE Related Supports/Professional Learning Topics** |
| * GEP Monitoring (as scheduled, if needed) ***(Monitoring for SY 2023-2024 academic year will be conducted onsite.)*** * GEP Services continue through the end of the academic year | Selecting and designing gifted curriculum |

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| **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> |

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| **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 10:** Submit all dyslexia screener data to MDE * **REQUIRED by May 22:** Submit all dyslexia awareness training spreadsheets 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) Utilize Form 3G in the MTSS Documentation Packet. * 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 * Conduct end-of-year EL meetings | * 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> |

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| **LIBRARIES/LIBRARIANS** | |
| **Focus Tasks** | **MDE Related Supports/Professional Learning Topics** |
| * **REQUIRED:** Review findings of the yearly library inventory and report findings (new, lost, and weeded books) | School Library Guide 6.8   * Creating and completing inventory reports * Using statistics to create and promote a positive learning environment |

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| **LITERACY** | |
| **Focus Tasks** | **MDE Related Supports/Professional Learning Topics** |
| * Begin Summer School Planning * Complete grade level and administrator exit interviews * **Required:** Per state law, parents must receive written notification of a substantial deficit in reading within ten (10) business days of administering the BOY screener. | * 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) |

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| **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](https://www.mdek12.org/sites/default/files/documents/MSIS/CALENDAR/district_timeline.pdf) * [Annual Data Reporting Calendar](https://www.mdek12.org/sites/default/files/documents/MSIS/CALENDAR/msis_annual_reporting_calendar.pdf) * Training Class (<https://gsmu.mdek12.org/>) * MSIS Reference Manuals (<https://www.mdek12.org/OTSS/MSIS/MSIS-Manuals>) |

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| **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 semeste**r **recommended)** | <https://www.mdek12.org/OSOS/Home> |

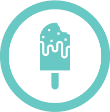
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| **SCHOOL FINANCIAL SERVICES** | |
| **Focus Tasks** | **MDE Related Supports/Professional Learning Topics** |
| * **Request reimbursement for National Board process cost fee and moving expense** * **Review tax assessment information to be used for FY2026 MAEP calculation** |  |

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| **SCHOOL IMPROVEMENT** | |
| **Focus Tasks** | **MDE Related Supports/Professional Learning Topics** |
| * Complete Request for Funds *(1003 Grant Funds Reimbursement)* ***5 months to FY23 obligation deadline (September 30, 2024)*** * 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 | * Technical Assistance as Requested from Schools/Districts |

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| **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](mailto:leubanks@mdek12.org) with questions about the Seal of Biliteracy * Contact Mandy Hackman at [ahackman@mdek12.org](mailto:ahackman@mdek12.org) with questions about WorkKeys reimbursement |

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| **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 * Update fixed asset inventory for closeout * Ensure all IDEA program budgets are aligned with approved applications and accounting system (new programs, carry forward programs, continuing programs) * **REQUIRED by May 12:** Timely submission of IDEA request for funds in MCAPS * Work with teachers on completing IEPs, ESY determination meetings, re-evaluations, and Parent Survey * Prepare ESY Application for FY23 – due on or before June 1. * Begin work on Project Application draft budget for FY25 and schedule dates for private school consultations (if needed) * Request anticipated FY25 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 Parental Involvement Public Comment Procedures for FY25 IDEA Funding Application (retain all documentation to upload into MCAPS for FY25 Project Application) * **REQUIRED prior to May 19:** Complete Educable Child applications and upload into SharePoint (residential placements) * **REQUIRED by May 30:** Upload Educable Child Reimbursement Request Forms from March 18 – 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 | * Policies and Procedures located at [www.mdek12.org,](http://www.mdek12.org/) Office of Special Education * Contact OSE at 601-359-3498 * Training information available on the [Trumba calendar,](https://www.trumba.com/calendars/MDE) [RESA](http://nmec.msresaservices.com/all-workshops/categories-mde) [websites](http://nmec.msresaservices.com/all-workshops/categories-mde) and at [www.gosignmeup.com](http://www.gosignmeup.com/) * Orton Gillingham based instruction training offered throughout the year * New Special Education Directors Supports * New Special Education Teacher Mentor Supports * Power Hour for Parents * Virtual Office Hours * IDEA Fiscal Bootcamp |

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| **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](https://www.mdek12.org/OTL/OTC/TMP) * All current Professional Growth System rubrics, guidebooks, and training opportunities are available at <https://www.mdek12.org/OTL/OTC/professional-growth-system> |

 **JUNE**

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

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| **ACCREDITATION** | |
| **Focus Tasks** | **MDE Related Supports/Professional Learning Topics** |
| * Submit summer school data into MSIS |  |

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| **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   + Datafile demographic check period for score reports * **MAAP-A: Spring** test results and datafile demographic period * **ELPT:** Accessing and Understanding the ELPT Reports Webinar (June 28)   + Student Proficiency Reports available in DRC INSIGHT for DTCs and STCs (tentatively June 19) * **LBPA:**   + Receive Retest 1 results * 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; | * DRC Insight Customer Support – Science and History:   1-888-476-0264 or [MSHelpDesk@datarecognitioncorp.com](mailto:MSHelpDesk@datarecognitioncorp.com)   * NWEA Nextera Customer Support – ELA and Math: 1-800-644-4054 or [mscustomersupport@nwea.org](mailto:mscustomersupport@nwea.org) * [2022-2023 Testing Calendar](https://www.mdek12.org/sites/default/files/2022-2023_mississippi_state_testing_calendarv2_6.24.22.pdf) * K-3 Assessments [Key Dates (22-23)](https://www.mdek12.org/sites/default/files/Offices/MDE/OA/OSA/LPBA/2022-2023_k-3_assessments_key_dates_0.pdf) * NAEP 24-25 Testing Dates |

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| **COMPULSORY SCHOOL ATTENDANCE ENFORCEMENT & DROPOUT PREVENTION** | |
| **Focus Tasks** | **MDE Related Supports/Professional Learning Topics** |
| * **Alternative Education Self-Assessment** |  |

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| **COUNSELING** | |
| **Focus Tasks** | **MDE Related Supports/Professional Learning Topics** |
| * Develop or revise comprehensive school counseling programs based on data analysis * Review and revise the schedule of students for the upcoming school year | * See the *Mississippi School Counselor Framework* for guidance |

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| **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) * Final submission through SharePoint of MDE Reimbursement for WorkKeys Assessments | * Please contact the CTE office at 601-359-3974 or email Rozelia Harrris at [rharris@mdek12.org](mailto:rharris@mdek12.org) about reimbursement request for Perkins funding * Please contact Mandy Hackman at [ahackman@mdek12.org](mailto:ahackman@mdek12.org) about requesting reimbursement for national certification testing * Please contact Ben Alexander [ben.alexander@rcu.msstate.edu](mailto:cliff.thames@rcu.msstate.edu) for information on the PULSE system * Contact Mandy Hackman at [ahackman@mdel12.org](mailto:wclemons@mdel12.org) |

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| **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](https://www.mdek12.org/sites/default/files/mde_early_childhood_professional_development_request_form.pdf)   Online early childhood trainings can be accessed at [www.mdek12.org/EC/Professional-Development](http://www.mdek12.org/EC/Professional-Development)   * + Districts may request professional development technical assistance training at [earlychildhoodtrainings@mdek12.org.](mailto:earlychildhoodtrainings@mdek12.org) The Office of Early Childhood trainings can be found at the following GoSignMeUp link: <https://gsmu.mdek12.org/Public/Course/Browse> |

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| **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** |  |

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

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| **HEALTHY SCHOOLS/CHILD NUTRITION** | |
| **Focus Tasks** | **MDE Related Supports/Professional Learning Topics** |

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

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| **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 |

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| **LIBRARIES/LIBRARIANS** | |
| **Focus Tasks** | **MDE Related Supports/Professional Learning Topics** |
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| **LITERACY** | |
| **Focus Tasks** | **MDE Related Supports/Professional Learning Topics** |
| * Update Action Plans | * Science of Reading Training * Complete Comprehensive Report * Complete Summer Projects |

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| **MSIS** | |
| **Focus Tasks** | **MDE Related Supports/Professional Learning Topics** |
| * **REQUIRED: District must approve Month 09 within 10 days of**   **students’ last day**   * **REQUIRED by 12 noon on June 30: Districts must use the Year End Student Transfer screen to move students from one school to another for the new school year** * **REQUIRED by 12 noon on June 30: Districts must enter Graduation Option information for seniors that graduated** * **REQUIRED by 12 noon on June 30: Districts must enter Graduation Option information for seniors that graduated** * **REQUIRED: Summer Program Report Entry screen must be completed by all schools that host a summer program**   **Initial Student Load Transaction files (ISL files) may be sent from June 1 to September 30; this is only for students who are under the age of 7 by September 1 and need MSIS IDs** | * [District Timeline](https://www.mdek12.org/sites/default/files/documents/MSIS/CALENDAR/district_timeline.pdf) * [Annual Data Reporting Calendar](https://www.mdek12.org/sites/default/files/documents/MSIS/CALENDAR/msis_annual_reporting_calendar.pdf) * Training Class (<https://gsmu.mdek12.org/>) * MSIS Reference Manuals (<https://www.mdek12.org/OTSS/MSIS/MSIS-Manuals>) |

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| **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 FY2025** |  |

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| **SCHOOL IMPROVEMENT** | |
| **Focus Tasks** | **MDE Related Supports/Professional Learning Topics** |
| * Request for Funds *(1003 Grant Funds Reimbursement) 4 months to FY23 obligation deadline (September 30, 2024)* * Identified schools (CSI, TSI, ATSI, SAR) update to local school board * Submit Revisions in MCAPs by June 30   Submit Community Engagement Council Documentation by June 30 | * Virtual CSI Touchpoints with School Improvement Facilitators * Technical Assistance as Requested from Schools/Districts |

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| **SECONDARY EDUCATION** | |
| **Focus Tasks** | **MDE Related Supports/Professional Learning Topics** |
| * Final submission through SharePoint of MDE Reimbursement for WorkKeys Assessments | * Contact Mandy Hackman at [ahackman@mdel12.org](mailto:wclemons@mdel12.org) |

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| **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 * Review current budgets to ensure accurate fiscal close out * Evaluate equitable service activities (meaningful and ongoing private school consultation) * **REQUIRED by June 13:** Timely submission of IDEA request for funds in MCAPS * Evaluate the implementation of the CCEIS Plan and expenditures (applicable for LEAs required to budget due to area of significantly disproportionality) * Continue to work on FY25 IDEA Funding Application * Request FY24 Expenditure Report from Business Manager and compare balance in district’s accounting software to MCAPS balance * When Funding Application has final approval, work with Business Manager to make sure district budget (in district’s accounting software) for accounts 2610 (IDEA Part B 611) and 2620 (IDEA Part B Preschool 619) match what is in approved MCAPS application * Work with teachers on completing IEPs, ESY determination meetings, re-evaluations, and Parent Survey * 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 30 * 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 | * Policies and Procedures located at [www.mdek12.org,](http://www.mdek12.org/) Office of Special Education * Contact OSE at 601-359-3498 * Training information available on the [Trumba calendar,](https://www.trumba.com/calendars/MDE) [RESA](http://nmec.msresaservices.com/all-workshops/categories-mde) [websites](http://nmec.msresaservices.com/all-workshops/categories-mde) and at [www.gosignmeup.com](http://www.gosignmeup.com/) * Orton Gillingham based instruction training offered throughout the year * New Special Education Directors Supports * New Special Education Teacher Mentor Supports * Power Hour for Parents * Quarterly Special Education Director’s Meeting * Transition Conference * Improving Outcomes for Students with Disabilities Conference * Virtual Office Hours * IDEA Fiscal Bootcamp |

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| **TEACHING AND LEADING** | |
| **Focus Tasks** | **MDE Related Supports/Professional Learning Topics** |
| * **REQUIRED:** 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> |