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ADMINISTRATOR  
CALENDAR

# DATES TO REMEMBER

July 2023 – June 2024



MISSISSIPPI  
DEPARTMENT OF  
EDUCATION

## INTRODUCTION

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

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

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

# REQUIRED PROFESSIONAL DEVELOPMENT FOR 2023-24

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

## ACCREDITATION

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> Clear any outstanding accreditation citations on record before recommended statuses are taken to the Commission for final assignment</li> <li><input type="checkbox"/> Submit annual school bond election form</li> </ul>	

## ASSESSMENT

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>MAAP and MAAP-A:</b> Download and distribute reports (ISRs, School Rosters, etc.)</li> <li><input type="checkbox"/> <b>MAAP and MAAP-A:</b> Set up User Accounts for DRC Insight (science and U.S. History); NWEA Nextera (ELA, Math) and for MAAP-A (alternate assessment)</li> <li><input type="checkbox"/> <b>LBPA:</b> Administer Kindergarten Readiness Assessment and K-3 Screeners (July 20 – September 22, 2023) <ul style="list-style-type: none"> <li><input type="checkbox"/> Create user accounts in Kindergarten Readiness portal</li> <li><input type="checkbox"/> TA/Proctor Training for Kindergarten Readiness</li> </ul> </li> <li><input type="checkbox"/> <b>English Learners:</b> Identification of potential ELs with the LAS Links Placement Test (ongoing)</li> <li><input type="checkbox"/> <b>Accommodations:</b> Districts to use the 2022 <a href="https://mdek12.org/mississippi-testing-accommodations-manual">Mississippi Testing Accommodations Manual (mdek12.org)</a></li> <li><input type="checkbox"/> <b>ACT:</b> Download District Student Data File for the spring 2023 Junior administration from <a href="https://success.act.org">success.act.org</a> if not completed in June 2023. Provide MDE with names of any new DTCs for the 2023-2024 school year.</li> <li><input type="checkbox"/> <b>NAEP:</b> Schools selected for NAEP 2024 Grades 4, 8, and 12 will be notified. NAEP has selected 190 schools in 98 districts.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Watch July Kindergarten Readiness webinar</li> <li>▪ DRC Insight Customer Support – Science and History: 1-888-476-0264 or <a href="mailto:MSHelpDesk@datarecognitioncorp.com">MSHelpDesk@datarecognitioncorp.com</a></li> <li>▪ NWEA Nextera Customer Support – ELA and Math: 1-800-644-4054 or <a href="mailto:mscustomersupport@nwea.com">mscustomersupport@nwea.com</a></li> <li>▪ ACT Customer Support – Mississippi Questions: 319-337-1581 General and Technical Inquiries: 1-800-553-6244x2800 <a href="https://www.act.org/stateanddistrict/contactus">www.act.org/stateanddistrict/contactus</a> Accommodations and/or EL Supports: 1-800-553-6244x1788 <a href="mailto:ACTStateAccoms@act.org">ACTStateAccoms@act.org</a></li> </ul>

## COMPULSORY SCHOOL ATTENDANCE ENFORCEMENT & DROPOUT PREVENTION

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> Meet with SAO (School Attendance Officer) serving the district via Teams or phone</li> <li><input type="checkbox"/> Ensure that designated staff submits the “No Show” list to SAO</li> <li><input type="checkbox"/> Ensure that budget projections are submitted for JDC (Juvenile Detention Centers) sponsoring school districts</li> <li><input type="checkbox"/> Update Point of Contact lists for Foster Care, JDCs, and Alternative Education programs</li> <li><input type="checkbox"/> High School Equivalency Letter of Intent</li> <li><input type="checkbox"/> Upload District Dropout Prevention Plan by August; revisions are due by August 3</li> <li><input type="checkbox"/> Annual SAOs training</li> </ul>	<ul style="list-style-type: none"> <li>▪ Provide training related to JDCs and educational resources, budgeting, and case management</li> <li>▪ Provide training to alternative education procedures</li> <li>▪ Provide annual/regional training to School Attendance Officers and support staff</li> <li>▪ Provide attendance training that may include chronic absenteeism, referral process, compulsory attendance law, foster care students and enrollment</li> <li>▪ Provide training for mandated reporting</li> <li>▪ More information can be found on the Dropout Prevention and Restructuring Website: <a href="https://www.mdek12.org/ESE/Dropout-Prevention">https://www.mdek12.org/ESE/Dropout-Prevention</a></li> </ul>

## COUNSELING

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> New School Counselor Institute</li> <li><input type="checkbox"/> Annual Administrative Conference</li> <li><input type="checkbox"/> Individual Student Success Plan (ISP) - Phase I (<i>Ongoing</i>)</li> <li><input type="checkbox"/> Advisory Council Committee</li> <li><input type="checkbox"/> Mental Health and Suicide Prevention Training</li> <li><input type="checkbox"/> American School Counselor (ASCA) Code of Ethics</li> <li><input type="checkbox"/> Annual and Weekly Calendars</li> <li><input type="checkbox"/> SEL/Behavior Screener/Student Needs Assessment</li> <li><input type="checkbox"/> Introduce the Comprehensive School Counseling Program to stakeholders (<i>Disseminate calendar, referral forms, brochure of services, etc</i>)</li> <li><input type="checkbox"/> Comprehensive School Counseling Program Binder - (<i>Start collecting artifacts for 2023-2024</i>)</li> </ul>	<ul style="list-style-type: none"> <li>▪ 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.</li> <li>▪ Within the first two months of school, the school administrator and school counselor must complete and sign the Annual Administrative Conference form (<i>Reference to Process Standard 2.4</i>).</li> <li>▪ For more information contact Dr. Chancey Fort <a href="mailto:cfort@mdek12.org">cfort@mdek12.org</a></li> <li>▪ The school Counselor will develop and create advisory committee as outline in the ASCA Model fourth edition (<i>Reference to Process Standard 2.4</i>).</li> <li>▪ For more information contact Dr. Chancey Fort <a href="mailto:cfort@mdek12.org">cfort@mdek12.org</a></li> </ul>

## CTE

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"><li><input type="checkbox"/> Complete and verify the CTE Teacher Budget in MSIS</li><li><input type="checkbox"/> Work with the CTE Counselor and Student Services Coordinator(s) to collect and verify student placement data for the previous school year</li><li><input type="checkbox"/> Complete a needs assessment of CTE equipment and supplies needed for the new school year</li><li><input type="checkbox"/> Secure quotes for any equipment that will be purchased using Perkins equipment funds</li></ul>	<ul style="list-style-type: none"><li>▪ Provide training related to the CTE curriculum, assessment, and compliance during the MS-ACTE Summer Conference</li><li>▪ Provide regional training for the CTE Teacher Budget</li></ul>

## EARLY CHILDHOOD

Focus Tasks	MDE Related Supports/Professional Learning Topics
<p>Early Learning Collaborative Sites</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>REQUIRED:</b> Attend Early Learning Collaborative partner meetings</li> <li><input type="checkbox"/> Meet with Early Learning Collaborative leads to review monitoring documents, rate of readiness, Kindergarten Readiness, continuation application, coaching components, and CLASS policy</li> <li><input type="checkbox"/> Review Brigance III Developmental Screener with Early Learning Collaborative classrooms to ensure assessment is provided within the timeline</li> <li><input type="checkbox"/> <b>REQUIRED:</b> Begin face-to-face Brigance III Screeners with Early Learning Collaborative classrooms to ensure assessment is provided within the timeline</li> <li><input type="checkbox"/> Early childhood coaching begins</li> <li><input type="checkbox"/> <b>REQUIRED:</b> 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)</li> <li><input type="checkbox"/> <b>REQUIRED:</b> Fall face-to-face Kindergarten Readiness testing window</li> </ul> <p>All Pre-Kindergarten Sites in Schools</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>REQUIRED:</b> Fall face-to-face Kindergarten Readiness testing window</li> <li><input type="checkbox"/> Review <i>Early Learning Guidelines for Classrooms Serving 3 - and 4-Year-Old Children</i></li> <li><input type="checkbox"/> Review <i>Early Learning Standards for Classrooms Serving Infants through 4-Year-Old Children</i></li> <li><input type="checkbox"/> Conduct hearing, vision, and developmental screenings</li> <li><input type="checkbox"/> <b>REQUIRED:</b> Submit Assurances <a href="#">Forms</a> for <i>Early Learning Guidelines and Kindergarten Guidelines</i></li> <li><input type="checkbox"/> Collaborate and communicate with community Head Start and early learning entities</li> </ul>	<p>The MDE, through the Office of Early Childhood, is offering several trainings. The current list of trainings includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>▪ MS Early Learning Guidelines and Standards</li> <li>▪ Introduction to Brigance</li> <li>▪ Early Childhood Leadership Training</li> </ul> <p>Online early childhood trainings can be accessed at <a href="http://www.mdek12.org/EC/Professional-Development">www.mdek12.org/EC/Professional-Development</a></p> <p>Districts may request professional development technical assistance at <a href="mailto:earlychildhoodtrainings@mdek12.org">earlychildhoodtrainings@mdek12.org</a>. The Office of Early Childhood trainings can be found at the following GoSignMeUp link: <a href="https://gsmu.mdek12.org/Public/Course/Browse">https://gsmu.mdek12.org/Public/Course/Browse</a></p> <p><b>Back-to-School Resource Documents:</b></p> <ul style="list-style-type: none"> <li><a href="#">Social Distancing Strategies in the Classroom</a></li> <li><a href="#">Back-to-School Family Guide</a></li> <li><a href="#">Guidance to Support Learning Acceleration in Early Childhood Classrooms</a></li> </ul>



## FEDERAL PROGRAMS

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> Final Equitable services plan and Affirmation of Consultation uploaded in MCAPS</li> <li><input type="checkbox"/> Ensure all federal programs budgets are align with approved applications and accounting system (new programs, carry forward programs, continuing programs)</li> <li><input type="checkbox"/> Evaluate and revise Title I Schoolwide Plans</li> <li><input type="checkbox"/> 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)</li> <li><input type="checkbox"/> <b>REQUIRED:</b> Verify Personnel in MSIS</li> </ul>	

## GIFTED

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> Gifted Student: Gifted Teacher Ratio cannot be greater than 40:1</li> <li><input type="checkbox"/> 240 minutes of gifted instruction are required per week, 300 minutes are recommended (2023 – 2024)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Gifted program placement procedures</li> <li>▪ Out-of-State Transfer Student Placement</li> <li>▪ GEP scheduling requirements</li> </ul>

## HEALTHY SCHOOLS/CHILD NUTRITION

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> Schedule the three required School Health Council Meetings for each school</li> <li><input type="checkbox"/> School Based Administrative Claiming rosters updated by District Coordinator (participating schools)</li> <li><input type="checkbox"/> <b>REQUIRED before classes begin:</b> Complete Annual Agreement for Child Nutrition Programs in online system, MARS</li> <li><input type="checkbox"/> Conduct monthly Direct Certification (SNAP eligible students) match</li> <li><input type="checkbox"/> August 30: Deadline for electing to participate in the Community Eligibility Program (<b><i>Deadline extended by USDA waiver for SY2022-2023</i></b>)</li> </ul>	<ul style="list-style-type: none"> <li>▪ <a href="https://www.mdek12.org/OHS/HS/health-services---school-based-administrative-claiming">https://www.mdek12.org/OHS/HS/health-services---school-based-administrative-claiming</a></li> <li>▪ <a href="https://www.mdek12.org/OHS/HS/health-services---school-based-administrative-claiming">tools-that-work---your-guide-to-success-for-building-a-healthy-school-20150710.pdf (mdek12.org)</a></li> </ul>

## INTERVENTION

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>REQUIRED:</b> Review MSIS list (first 20-day students) and schedule meeting before the 20th day of school</li> <li><input type="checkbox"/> <b>REQUIRED:</b> Dyslexia Awareness Training for all educators and paraprofessionals. Completed every three years.</li> <li><input type="checkbox"/> Review all available data on students who ended the year on Tier II or Tier III</li> <li><input type="checkbox"/> Review New MTSS Documentation Packet</li> <li><input type="checkbox"/> Begin developing an intervention schedule</li> <li><input type="checkbox"/> Complete Language Service Plans for English Learners and conduct parent meetings</li> </ul>	<ul style="list-style-type: none"> <li>▪ Beginning Year MTSS Planning</li> <li>▪ Tier I Behavior (PBIS)</li> <li>▪ Screener and Data Review (EL, Dyslexia, Kindergarten, MAAP, universal, and benchmark data)</li> <li>▪ Dyslexia Awareness Training</li> <li>▪ MTSS Documentation Packet can be found at the following link <a href="https://mdek12.org/OAE/OEER/InterventionServices">https://mdek12.org/OAE/OEER/InterventionServices</a></li> </ul>

## LIBRARIES/LIBRARIANS

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>REQUIRED:</b> Work with school librarians and the school advocacy committee to develop and implement SMART Student Learning Outcomes</li> <li><input type="checkbox"/> <b>REQUIRED:</b> Work with school librarians and the school advocacy committee to develop and implement SMART School Library Program Goals</li> <li><input type="checkbox"/> Create or revise school library policies and procedures</li> <li><input type="checkbox"/> <b>REQUIRED:</b> Work with school librarians and the school advocacy committee to develop a library budget plan for the current school year</li> <li><input type="checkbox"/> Develop and implement year-long pacing guide to promote MS CCR <i>Learning Standards for Libraries</i></li> </ul>	<p>School Library Guide 3.6:</p> <ul style="list-style-type: none"> <li>▪ Collaborative strategies that promote student success across multiple curriculum</li> </ul> <p>School Library Guide 6.2:</p> <ul style="list-style-type: none"> <li>▪ Developing a yearly budget report and/or specific budget report</li> </ul> <p>School Library Guide 6.8:</p> <ul style="list-style-type: none"> <li>▪ Developing short- and long-term SMART Goals</li> <li>▪ Using short- and long-term goals to support student learning</li> <li>▪ Strategies for collaborating with teachers and school community members</li> </ul> <p>School Library Guide 6.9:</p> <ul style="list-style-type: none"> <li>▪ Establishing and executing library policies and procedures</li> </ul>

## LITERACY

Focus Tasks	MDE Related Supports/Professional Learning Topics
<p>Identify school data collection procedures (STAR, I-READY, NWEA, etc.)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Communicate Non-negotiables in LSS</li> <li><input type="checkbox"/> Begin K-4 IRP/GCE discussions</li> <li><input type="checkbox"/> Register for Mississippi Statewide Literacy Professional Development (AIM Pathways)</li> <li><input type="checkbox"/> Register for Science of Reading in the HQIM Classroom – Four-Part Series</li> <li><input type="checkbox"/> Literacy Coaches deployed to assigned schools</li> <li><input type="checkbox"/> Schedule Fall Learning Walk(s)</li> <li><input type="checkbox"/> <b>REQUIRED by September 1:</b> Upload District LBPA Promotion Policy</li> <li><input type="checkbox"/> <b>REQUIRED by August 1:</b> Upload Good Cause Exemptions to MSIS</li> <li><input type="checkbox"/> Teacher-Literacy Coach Agreement</li> <li><input type="checkbox"/> Beginning of Year (BOY) testing window opens</li> <li><input type="checkbox"/> Identify and recognize Emerging Science of Reading Schools</li> <li><input type="checkbox"/> <b>Required:</b> Per state law, parents must receive written notification of a substantial deficit in reading within ten (10) business days of administering the BOY screener.</li> </ul>	<ul style="list-style-type: none"> <li>▪ PLCs/PD- Individual Reading Plan (IRP)s</li> <li>▪ Conduct initial Literacy Support School meetings with principals and superintendents</li> <li>▪ <a href="#">MDE Coaching Model</a></li> <li>▪ LBPA data results/Nextera reports (<b>MDE literacy coaches only</b>)</li> <li>▪ Literacy Coach Training (internal staff only)</li> <li>▪ Literacy Support School Assignments <a href="https://www.mdek12.org/Literacy">https://www.mdek12.org/Literacy</a></li> </ul>

## MSIS

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"><li><input type="checkbox"/> <b>REQUIRED:</b> Districts should update District and School Demographics for the new school year and make changes during the school year as needed</li><li><input type="checkbox"/> <b>REQUIRED:</b> District must enter Pay Scale in MSIS by the last business day in July</li><li><input type="checkbox"/> District personnel data (Public, Special, and Non-Public)</li><li><input type="checkbox"/> <b>REQUIRED:</b> District Post Graduate Plan data</li><li><input type="checkbox"/> Initial Student Load Transaction files (ISL files)</li><li><input type="checkbox"/> <b>REQUIRED:</b> Summer School Files (SSD files)</li><li><input type="checkbox"/> <b>REQUIRED by August 30:</b> Any adjustments to graduate/completers and promotions must be completed on the Update Student Grades screen (Update Promotion tab)</li></ul>	<ul style="list-style-type: none"><li>▪ <a href="#">District Timeline</a></li><li>▪ <a href="#">Annual Data Reporting Calendar</a></li><li>▪ Training Class (<a href="https://gsmu.mdek12.org/">https://gsmu.mdek12.org/</a>)</li><li>▪ MSIS Reference Manuals (<a href="https://www.mdek12.org/OTSS/MSIS/MSIS-Manuals">https://www.mdek12.org/OTSS/MSIS/MSIS-Manuals</a>)</li></ul>

## SAFE AND ORDERLY

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"><li><input type="checkbox"/> Conduct monthly fire drills</li><li><input type="checkbox"/> Conduct tornado drills 2 per school year (1 per semester recommended)</li><li><input type="checkbox"/> Conduct active shooter drills within the first 60 days of the start of each semester of school</li><li><input type="checkbox"/> Conduct emergency bus evacuation drills (2 per school year; 1 per semester recommended)</li></ul>	<p><a href="https://www.mdek12.org/OSOS/Home">https://www.mdek12.org/OSOS/Home</a></p>

## SCHOOL FINANCIAL SERVICES

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> Request reimbursement for National Board process cost fee and moving expense</li> <li><input type="checkbox"/> Upload budget certification form to SharePoint</li> <li><input type="checkbox"/> Upload original budget FY2024 (combined &amp; combining-signed)</li> <li><input type="checkbox"/> Submit final count of EEF procurement cards required for FY2024</li> </ul>	

## SCHOOL IMPROVEMENT

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li>▪ Complete Request for Funds FY21, FY22, and FY23 (<i>1003 Grant Funds Reimbursement</i>)</li> <li>▪ Review School Improvement Budget to assess expenditures and need to obligate funds expiring in December of the current year</li> <li>▪ Obligate FY21 and FY22 funds by September 30, 2023</li> </ul>	<ul style="list-style-type: none"> <li>▪ Technical Assistance as Requested from Schools/Districts</li> <li>▪ Virtual Comprehensive Support and Improvement (CSI) Touchpoints with More Rigorous Options Eligible Schools</li> </ul>

## SECONDARY EDUCATION

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> 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)</li> </ul>	<ul style="list-style-type: none"> <li>▪ For more information on SREB training required to teach SREB Ready and Essentials classes contact for Tommisha Johnson <a href="mailto:tjohnson@mdek12.org">tjohnson@mdek12.org</a>.</li> </ul>

## SPECIAL EDUCATION

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> Check with Business Manager to ensure that documentation regarding Maintenance of Effort (MOE) has been submitted</li> <li><input type="checkbox"/> Work with teachers on completing IEPs, ESY determination meetings, re-evaluations, and Parent Survey</li> <li><input type="checkbox"/> Check the status of FY24 IDEA Funding Application in MCAPS</li> <li><input type="checkbox"/> Ensure all IDEA program budgets are aligned with approved applications and accounting system (new programs, carry forward programs, continuing programs)</li> <li><input type="checkbox"/> Check FY22 IDEA grant expenditures and revise funding applications in MCAPS if necessary; <b>All FY22 IDEA Part B 611 and Preschool 619 funds must be obligated by September 30, 2023, and expended by December 2023</b> (Revision does not require board approval unless it is a local district policy)</li> <li><input type="checkbox"/> Check FY23 IDEA grant expenditures and revise funding applications in MCAPS if necessary; <b>All FY23 IDEA Part B 611 and Preschool 619 funds must be obligated by September 30, 2024, and expended by December 2024</b> (Revision does not require board approval unless it is a local district policy)</li> <li><input type="checkbox"/> <b>REQUIRED by July 12 &amp; August 12:</b> Timely submission of IDEA request for funds in MCAPS</li> <li><input type="checkbox"/> IEP reviews as needed</li> <li><input type="checkbox"/> Request and check teacher and student schedules; enter the district's student database system (i.e., SAMS)</li> <li><input type="checkbox"/> Determine schedule for Speech-Language Screenings for K and/or 1st grade</li> <li><input type="checkbox"/> Complete public notice for Child Find</li> <li><input type="checkbox"/> Complete Fall Benchmark testing (Universal Screening)</li> <li><input type="checkbox"/> Check for Reevaluations that are due and complete any new student transfers (In-State and Out of State)</li> <li><input type="checkbox"/> 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</li> </ul>	<ul style="list-style-type: none"> <li>▪ Policies and Procedures located at <a href="http://www.mdek12.org">www.mdek12.org</a>, Office of Special Education</li> <li>▪ Contact OSE at 601-359-3498</li> <li>▪ Training information available on the <a href="#">Trumba calendar</a>, <a href="#">RESA websites</a> and at <a href="http://www.gosignmeup.com">www.gosignmeup.com</a></li> <li>▪ Orton Gillingham based instruction training offered throughout the year</li> <li>▪ New Special Education Directors Supports</li> <li>▪ New Special Education Teacher Mentor Supports</li> <li>▪ Power Hour for Parents</li> <li>▪ Virtual Office Hours</li> <li>▪ Annual Parent Conference</li> </ul>

<p>entered by June 30 for the previous school year.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 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</li> <li><input type="checkbox"/> 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)</li> </ul>	
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## TEACHING AND LEADING

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> Launch mentoring and induction program</li> <li><input type="checkbox"/> Report teacher vacancies to the MDE</li> <li><input type="checkbox"/> Train teachers on the Professional Growth System (PGS)</li> <li><input type="checkbox"/> Dissemination of The United States Senate Youth Program (USSYP) Applications to LEAs</li> </ul>	<ul style="list-style-type: none"> <li>▪ <a href="#">Mentoring and Induction Toolkit</a></li> <li>▪ All current Professional Growth System rubrics, guidebooks, and training opportunities are available at <a href="https://www.mdek12.org/OTL/OTC/professional-growth-system">https://www.mdek12.org/OTL/OTC/professional-growth-system</a></li> <li>▪ USSYP applications <a href="https://www.mdek12.org/OTL/OTC/recognition">https://www.mdek12.org/OTL/OTC/recognition</a></li> </ul>

## TEXTBOOKS

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>REQUIRED:</b> 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</li> <li><input type="checkbox"/> <b>REQUIRED:</b> Ensure school has a textbook coordinator with access to TIMS 2.0 platform</li> </ul>	<ul style="list-style-type: none"> <li>▪ <a href="#">TIMS Inventory Report</a> due first Friday in August</li> <li>▪ <a href="#">TIMS Security Form</a> due first Friday in August</li> </ul>

## ACCOUNTABILITY

Focus Tasks	MDE Related Supports/Professional Learning Topics
<p><input type="checkbox"/> <b>REQUIRED:</b> Run cohort report in MSIS for previous 3 years</p>	<p>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:</p> <ul style="list-style-type: none"> <li>▪ Accountability Model Training</li> <li>▪ Data Literacy Training</li> <li>▪ Accountability Goal Setting Training</li> <li>▪ Student Monitoring Instrument Training</li> </ul> <p>Also offered on the webpage ( <a href="https://mdek12.org/OA/ODSP">https://mdek12.org/OA/ODSP</a> ) are several online video/document links for both district-level and school-level stakeholders on the ODSP webpage. The current list of resource links includes, but are not limited to:</p> <ul style="list-style-type: none"> <li>▪ Accountability Model for Your Local PTA</li> <li>▪ Accountability Model for Your School Leadership Team</li> <li>▪ Accountability Model for Your Community Partners</li> <li>▪ School-Level Student Monitoring Instrument (700 point)</li> <li>▪ School-Level Student Monitoring Instrument (1000 point)</li> </ul>



## ACCREDITATION

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> Clear any outstanding accreditation citations on record before recommended statuses are taken to the Commission for final assignment</li> <li><input type="checkbox"/> Review district boundaries lines and report any discrepancies for reporting to the U.S. Census Bureau</li> </ul>	

## ASSESSMENT

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>MAAP:</b> 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)</li> <li><input type="checkbox"/> <b>MAAP:</b> Technology Training for setting up Fall testing computers (NWEA and DRC)</li> <li><input type="checkbox"/> <b>MAAP-A:</b> Fall registration will be sent to DTC and Special Education Directors that will be due in October.</li> <li><input type="checkbox"/> <b>ELPT:</b> Identification of potential ELs with the LAS Links Placement Test (ongoing)</li> <li><input type="checkbox"/> <b>LBPA:</b> Finish administering Kindergarten Readiness Assessment and K-3 Screener (July 21 – September 23, 2022)</li> <li><input type="checkbox"/> <b>NAEP: Selected School</b> 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.</li> </ul>	<ul style="list-style-type: none"> <li>▪ MDE will begin DTC Webinars to provide overview of fall testing tasks</li> <li>▪ DRC Insight Customer Support – Science and History: 1-888-476-0264 or <a href="mailto:MSHelpDesk@datarecognitioncorp.com">MSHelpDesk@datarecognitioncorp.com</a></li> <li>▪ NWEA Nextera Customer Support – ELA and Math: 1-800-644-4054 or <a href="mailto:mscustomersupport@nwea.org">mscustomersupport@nwea.org</a></li> </ul>

## COMPULSORY SCHOOL ATTENDANCE ENFORCEMENT & DROPOUT PREVENTION

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> Attendance Awareness Month</li> <li><input type="checkbox"/> Home School Certificate of Enrollment Forms are due <b>by</b> September 15 for the current school year</li> <li><input type="checkbox"/> Work with School Attendance Officer and Regional Supervisor to ensure attendance reports are accurate and up-to-date</li> <li><input type="checkbox"/> Chronic Absenteeism Report</li> <li><input type="checkbox"/> Check Dropout Prevention Plan</li> <li><input type="checkbox"/> Need Assessment for JDCs</li> <li><input type="checkbox"/> Conduct Self-Assessment for Alternative Education Program</li> </ul>	<ul style="list-style-type: none"> <li>▪ <a href="https://www.attendanceworks.org/">https://www.attendanceworks.org/</a></li> <li>▪ <a href="http://www.mdek12.org/OCSA/HS">www.mdek12.org/OCSA/HS</a></li> </ul>

## COUNSELING

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> Fall School Counselors Institute</li> <li><input type="checkbox"/> Mental Health and Suicide Prevention Training</li> <li><input type="checkbox"/> Classroom Instruction/ Psychoeducation on Suicide Prevention – Tier I (<i>Suicide Prevention Month</i>)</li> <li><input type="checkbox"/> Comprehensive School Counseling Program</li> <li><input type="checkbox"/> Individual Student Success Plan (ISP) (<i>Ongoing</i>)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Provide in-depth training to school counselors (PK-12) on best practices, MDE updates, supporting students holistically, etc.</li> <li>▪ Mental Health <a href="#">web page</a></li> <li>▪ School counselors develop a data driven Comprehensive School Counseling Program to address students' academic, social/emotional, college/career, and mental well-being</li> <li>▪ For more information contact Dr. Chancey Fort <a href="mailto:cfort@mdek12.org">cfort@mdek12.org</a></li> </ul>

## CTE

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> September 30: Enter CTE placement data into MSIS</li> <li><input type="checkbox"/> Enter CTE student indicators into local package to be uploaded to MSIS for Month 1 student rosters</li> <li><input type="checkbox"/> CTE end-of-course assessment training</li> <li><input type="checkbox"/> Submit required artifacts into the PULSE (Quality Program Rubric)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Provide training on CTE placement data, the Local Plan Application (LPA) and student indicators through webinars</li> <li>▪ Please contact Ben Alexander <a href="mailto:ben.alexander@rcu.mstate.edu">ben.alexander@rcu.mstate.edu</a> for information on the End-of-course assessment training and PULSE system</li> </ul>

## EARLY CHILDHOOD

Focus Tasks	MDE Related Supports/Professional Learning Topics
<p>Early Learning Collaborative Sites</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>REQUIRED:</b> Attend Early Learning Collaborative partner meetings</li> <li><input type="checkbox"/> Meet with Early Learning Collaborative leads to review monitoring documents, rate of readiness, Kindergarten Readiness, continuation application, coaching components, and CLASS policy</li> <li><input type="checkbox"/> Review Brigance III Developmental Screener with Early Learning Collaborative classrooms to ensure assessment is provided within the timeline</li> <li><input type="checkbox"/> <b>REQUIRED:</b> Begin face-to-face Brigance III Screeners</li> <li><input type="checkbox"/> Early childhood coaching begins</li> <li><input type="checkbox"/> <b>REQUIRED:</b> Early Learning Collaborative submission of final classroom daily schedule due to MDE (enter teacher and assistant teacher's names on schedules)</li> <li><input type="checkbox"/> <b>REQUIRED:</b> Fall face-to-face Kindergarten Readiness testing window</li> </ul> <p>All Pre-Kindergarten Sites in Schools</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>REQUIRED:</b> Fall face-to-face Kindergarten Readiness testing window</li> <li><input type="checkbox"/> Review <i>Early Learning Guidelines for Classrooms Serving 3 - and 4-Year-Old Children</i></li> </ul>	<p>The MDE, through the Office of Early Childhood, is offering several trainings. The current list of trainings includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>▪ MS Early Learning Guidelines and Standards</li> <li>▪ Introduction to the PreK CLASS (Classroom Assessment Scoring System) Tool</li> <li>▪ Introduction to the K-3<sup>rd</sup> CLASS (Classroom Assessment Scoring System) Tool</li> <li>▪ Early Childhood Leadership Training</li> </ul> <p>Online early childhood trainings can be accessed at <a href="http://www.mdek12.org/EC/Professional-Development">www.mdek12.org/EC/Professional-Development</a></p> <p>Districts may request professional development technical assistance at <a href="mailto:earlychildhoodtrainings@mdek12.org">earlychildhoodtrainings@mdek12.org</a>. The Office of Early Childhood trainings can be found at the following GoSignMeUp link: <a href="https://gsmu.mdek12.org/Public/Course/Browse">https://gsmu.mdek12.org/Public/Course/Browse</a></p>

<ul style="list-style-type: none"> <li><input type="checkbox"/> Review <i>Early Learning Standards for Classrooms Serving Infants through 4-Year-Old Children</i></li> <li><input type="checkbox"/> Conduct hearing, vision, and developmental screenings</li> <li><input type="checkbox"/> <b>REQUIRED:</b> Submit Assurances <a href="#">Forms</a> for <i>Early Learning Guidelines and Kindergarten Guidelines</i></li> <li><input type="checkbox"/> <a href="#">Conduct Administrator Pre-K and Kindergarten Informal Observation Checklist</a></li> <li><input type="checkbox"/> Collaborate and communicate with community Head Start and early learning entities</li> <li><input type="checkbox"/> <b>REQUIRED:</b> Conduct parent-teacher conferences either in-person, by phone or virtually</li> </ul>	
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## FEDERAL PROGRAMS

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> 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</li> <li><input type="checkbox"/> September 30 Title I Carryover: Last day to ensure 85% of the previous year school year Title I funds have been obligated</li> <li><input type="checkbox"/> Verify Personnel in MSIS</li> <li><input type="checkbox"/> 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)</li> <li><input type="checkbox"/> Distribute “Family’s Right to Know”</li> <li><input type="checkbox"/> Review Parent and Family Engagement Policy/Procedure for updates and implementation</li> </ul>	

GIFTED	
Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> GEP (Gifted Education Program) Class Roles and Schedules uploaded to MSIS</li> </ul>	<ul style="list-style-type: none"> <li>▪ Characteristics of Gifted Children and Referral to Placement Process training (required annually for all personnel involved in gifted identification; complete any month)</li> </ul>

HEALTHY SCHOOLS/CHILD NUTRITION	
Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> School Based Administrative Claiming training module completed by any new staff to be included on roster (participating schools)</li> <li><input type="checkbox"/> <b>REQUIRED by September 10:</b> submit CN monthly claim for reimbursement</li> <li><input type="checkbox"/> Conduct monthly Direct Certification (SNAP eligible students) match</li> </ul>	<ul style="list-style-type: none"> <li>▪ <a href="https://www.mdek12.org/OHS/HS/health-services---school-based-administrative-claiming">https://www.mdek12.org/OHS/HS/health-services---school-based-administrative-claiming</a></li> </ul>

INTERVENTION	
Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>REQUIRED:</b> Ensure all MSIS students have been included in a 20-day meeting</li> <li><input type="checkbox"/> 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)</li> <li><input type="checkbox"/> Teachers should begin documented intervention time for students</li> <li><input type="checkbox"/> Notify parents as students are being placed in Tier II and Tier III interventions</li> </ul>	<ul style="list-style-type: none"> <li>▪ Culturally and Linguistically Responsive Practices</li> <li>▪ School-Wide Behavior Systems: A Deep Dive</li> <li>▪ MTSS/IRP Review</li> <li>▪ Review utilization of the documentation packet</li> <li>▪ Implementation of IRP</li> <li>▪ Discuss MTSS Team Responsibilities</li> </ul> <p>This information can be found within the MTSS Guidance Document which is linked below <a href="#">Multi-Tiered System of Supports GUIDANCE DOCUMENT</a></p> <ul style="list-style-type: none"> <li>▪ EL Data Review</li> </ul>

## LIBRARIES/LIBRARIANS

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>REQUIRED:</b> Conduct informal observation with required face-to-face feedback conversation regarding goals</li> </ul>	<p><b>School Library Guide 6.5</b></p> <ul style="list-style-type: none"> <li>▪ Using short- and long-term goals to support student learning</li> </ul>

## LITERACY

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> Begin revision of School Literacy Action Plan</li> <li><input type="checkbox"/> Begin development of IRP's and supporting documentation</li> <li><input type="checkbox"/> Identify intervention processes to be utilized</li> <li><input type="checkbox"/> Ensure interventions have begun with fidelity</li> <li><input type="checkbox"/> <b>Required:</b> Per state law, parents must receive written notification of a substantial deficit in reading within ten (10) business days of administering the BOY screener.</li> <li><input type="checkbox"/> Review K-4 grade IRP information during data PLCs</li> <li><input type="checkbox"/> Review/Create Action Plan</li> <li><input type="checkbox"/> Conduct Literacy Support School Needs Assessment</li> <li><input type="checkbox"/> Register for Mississippi Statewide Literacy Professional Development (AIM Pathways)</li> </ul>	<ul style="list-style-type: none"> <li>▪ BOY Data Review with IRP updates</li> <li>▪ Science of Reading Training</li> <li>▪ Share Literacy Action Plan with administrators</li> <li>▪ Regional Literacy Trainings</li> <li>▪ Regional PD Series for Administrators and School Based Coaches: Coaching and Leadership; Coaching Documentation</li> <li>▪ SMART Goals and Action Plans</li> <li>▪ Data: Screener and Diagnostic</li> <li>▪ High Quality Instructional Material Training (for teachers)</li> <li>▪ Ongoing: Writing Galleries, Planning Lessons, 5 Components, Word Walls and Sound Walls, Anchor Charts, Centers/LETRS Kits, Tier I Gaps, Oral Language Development</li> <li>▪ Conduct Literacy Coach Needs Assessment</li> <li>▪ Regional Family Nights</li> <li>▪ MDE trains America Reads Mississippi (ARM) Tutors</li> </ul>

## MSIS

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"><li><input type="checkbox"/> September 11: Summer School files (SSD files) due for participating districts</li><li><input type="checkbox"/> September 30: Initial Student Load Transaction files (ISL files) due</li><li><input type="checkbox"/> September 30: Each school should have MSIS IDs and ownership of all their students</li><li><input type="checkbox"/> September 30, midday: Districts can begin to submit Month 01 MDT &amp; MSD files</li><li><input type="checkbox"/> REQUIRED by September 30: Personnel must be entered and approved by each district</li></ul>	<ul style="list-style-type: none"><li>▪ <a href="#">District Timeline</a></li><li>▪ <a href="#">Annual Data Reporting Calendar</a></li><li>▪ Training Class (<a href="https://gsmu.mdek12.org/">https://gsmu.mdek12.org/</a>)</li><li>▪ MSIS Reference Manuals (<a href="https://www.mdek12.org/OTSS/MSIS/MSIS-Manuals">https://www.mdek12.org/OTSS/MSIS/MSIS-Manuals</a>)</li></ul>

## SAFE AND ORDERLY

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"><li><input type="checkbox"/> Conduct monthly fire drills</li><li><input type="checkbox"/> Ensure Active Shooter drill is conducted within the first 60 days of the start of each school semester</li><li><input type="checkbox"/> Conduct emergency bus evacuation drills (2 per school year; 1 per semester recommended)</li><li><input type="checkbox"/> Conduct tornado drills 2 per school year (1 per semester recommended)</li></ul>	<p><a href="https://www.mdek12.org/OSOS/Home">https://www.mdek12.org/OSOS/Home</a></p>

## SCHOOL FINANCIAL SERVICES

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"><li><input type="checkbox"/> Request reimbursement for National Board process cost fee and moving expense</li><li><input type="checkbox"/> Complete annual report of tax revenue (Department of Revenue)</li></ul>	

## SCHOOL IMPROVEMENT

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> Complete Request for Funds (<i>1003 Grant Funds Reimbursement</i>)</li> <li><input type="checkbox"/> Obligate FY21 and FY22 funds by September 30, 2023</li> <li><input type="checkbox"/> Review School Improvement Budget</li> <li><input type="checkbox"/> Community Engagement Council (district/school implementation)</li> <li><input type="checkbox"/> Tentative Release of School Improvement Identifications based on 2022-2023 School Year Data</li> </ul>	<ul style="list-style-type: none"> <li>▪ Technical Assistance as Requested from Schools/Districts</li> </ul>

## SECONDARY EDUCATION

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> Military Star School Program-begin application process</li> <li><input type="checkbox"/> District submission of online courses for MDE Mississippi Online Course Application (MOCA) review</li> <li><input type="checkbox"/> Submission of new District of Innovation Plan for FY24</li> </ul>	<ul style="list-style-type: none"> <li>▪ For information on Military Star School Program <a href="https://www.mdek12.org/MilitaryStarSchool">https://www.mdek12.org/MilitaryStarSchool</a></li> <li>▪ Further Information on MOCA <a href="https://www.mdek12.org/ESE/OCA">https://www.mdek12.org/ESE/OCA</a></li> <li>▪ For more information visit <a href="https://www.mdek12.org/ese/Districts-and-Schools-of-Innovation">https://www.mdek12.org/ese/Districts-and-Schools-of-Innovation</a></li> </ul>



## SPECIAL EDUCATION

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> 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</li> <li><input type="checkbox"/> Check the status of IDEA FY24 Funding Application</li> <li><input type="checkbox"/> Check expenditure reports for any needed revisions to IDEA Funding Applications in MCAPS</li> <li><input type="checkbox"/> Ensure all IDEA program budgets are aligned with approved applications and accounting system (new programs, carry forward programs, continuing programs)</li> <li><input type="checkbox"/> Evaluate equitable service activities (meaningful and ongoing private school consultation)</li> <li><input type="checkbox"/> <b>REQUIRED by September 13:</b> Timely submission of IDEA request for funds in MCAPS</li> <li><input type="checkbox"/> 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)</li> <li><input type="checkbox"/> Work with teachers on completing IEPs, re-evaluations, and Parent Survey</li> <li><input type="checkbox"/> Complete Positive Behavior Specialist Request for Funds</li> <li><input type="checkbox"/> Complete Educational Interpreter request for funds</li> <li><input type="checkbox"/> Review/correct information included in the MSIS Personnel Report (based on teacher and student schedules)</li> <li><input type="checkbox"/> Review/correct MSIS data for SCD population and correct teacher lists</li> <li><input type="checkbox"/> Send Teacher by Students MSIS lists to teachers for corrections and additions for December 1 Child Count</li> <li><input type="checkbox"/> September 30: Deadline to submit ESY Request for Reimbursement</li> </ul>	<ul style="list-style-type: none"> <li>▪ Policies and Procedures located at <a href="http://www.mdek12.org">www.mdek12.org</a>, Office of Special Education</li> <li>▪ Contact OSE at 601-359-3498</li> <li>▪ Training information available on the <a href="#">Trumba calendar</a>, <a href="#">RESA websites</a> and at <a href="http://www.gosignmeup.com">www.gosignmeup.com</a></li> <li>▪ Orton Gillingham based instruction training offered throughout the year</li> <li>▪ New Special Education Directors Supports</li> <li>▪ New Special Education Teacher Mentor Supports</li> <li>▪ Power Hour for Parents</li> <li>▪ Special Education Directors' Quarterly meeting</li> <li>▪ Virtual Office Hours</li> </ul>

- 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

## TEACHING AND LEADING

### Focus Tasks

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

### MDE Related Supports/Professional Learning Topics

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

## ACCOUNTABILITY

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> 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</li> <li><input type="checkbox"/> <b>REQUIRED:</b> Run cohort report in MSIS for current year and previous 3 years</li> </ul>	<p>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:</p> <ul style="list-style-type: none"> <li>▪ Accountability Model Training</li> <li>▪ Data Literacy Training</li> <li>▪ Accountability Goal Setting Training</li> <li>▪ Student Monitoring Instrument Training</li> </ul> <p>Also offered on the webpage ( <a href="https://mdek12.org/OA/ODSP">https://mdek12.org/OA/ODSP</a> ) are several online video/document links for both district-level and school-level stakeholders on the ODSP webpage. The current list of resource links includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>▪ Accountability Model for Your Local PTA</li> <li>▪ Accountability Model for Your School Leadership Team</li> <li>▪ Accountability Model for Your Community Partners</li> <li>▪ School-Level Student Monitoring Instrument (700 point)</li> <li>▪ School-Level Student Monitoring Instrument (1000 point)</li> </ul> <p>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:</p> <ul style="list-style-type: none"> <li>▪ Monthly Support Webinars that are topic-based and offered various times during that month</li> <li>▪ Weekly Drop-In Virtual Office Hours that are role-specific with set dates/times so you can easily add them to your calendar</li> <li>▪ All times and access information will be listed under the Resources tab on the ODSP page ( <a href="https://mdek12.org/OA/ODSP">https://mdek12.org/OA/ODSP</a> ).</li> </ul>

## ACCREDITATION

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> Clear any outstanding accreditation citations on record before recommended statuses are taken to the Commission for final assignment</li> <li><input type="checkbox"/> Review district boundaries lines and report any discrepancies for reporting to the U.S. Census Bureau</li> </ul>	

## ASSESSMENT

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>All: Fall DTC</b> Training will be virtual in MS Teams.</li> <li><input type="checkbox"/> <b>MAAP: District</b> Month 1 Data is to be submitted to MSIS (we use this for Pre-ID files to be sent to Vendors for Fall Testing)</li> <li><input type="checkbox"/> <b>NWEA Nextera and DRC Insight: Administration</b> Window Opens for Fall administrations (DTCs/STCs can set up testing sessions, enter accommodations, etc.)</li> <li><input type="checkbox"/> <b>MAAP-A:</b> Verify the enrollment count with the schools for 4x4 EOC testers; send numbers of testers to MDE.</li> <li><input type="checkbox"/> <b>ELPT:</b> Identification of potential ELs (ongoing)</li> <li><input type="checkbox"/> <b>LBPA:</b> 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)</li> <li><input type="checkbox"/> <b>ACT: 2023</b> information is rolled over in new ACT portal.             <ul style="list-style-type: none"> <li>• Watch ACT Now training portal videos; Update STC accounts and contact information in the ACT Now; Verify shipping address in the ACT Now;</li> <li>• Begin requesting ACT authorized accommodations through ACT’s Test Accessibility and Accommodations</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ DRC Insight Customer Support – Science and History: 1-888-476-0264 or <a href="mailto:MSHelpDesk@datarecognitioncorp.com">MSHelpDesk@datarecognitioncorp.com</a></li> <li>▪ NWEA Nextera Customer Support – ELA and Math: 1-800-644-4054 or <a href="mailto:mscustomersupport@nwea.org">mscustomersupport@nwea.org</a></li> <li>▪ ACT Customer Support – General and Technical Inquiries: 1-800-553-6244x2800 <a href="http://www.act.org/stateanddistrict/contactus">www.act.org/stateanddistrict/contactus</a> Accommodations and/or EL Supports: 1-800-553-6244x1788 <a href="mailto:ACTStateAccoms@act.org">ACTStateAccoms@act.org</a></li> </ul>

<p>System; Training will be held for ACT accommodation on November 15, 2023.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>MDE Test Security:</b> 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 to the DTCs.</li> <li><input type="checkbox"/> <b>NAEP:</b> Finalize school coordinator registration for NAEP 2024 in the AMS. District Technology Coordinators indicate technology needs and complete Internet Connectivity Survey in the AMS.</li> </ul>	
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**COMPULSORY SCHOOL ATTENDANCE ENFORCEMENT & DROPOUT PREVENTION**

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> Summer Activity Report will be initiated by OTSS and Accountability</li> <li><input type="checkbox"/> Work with School Attendance Officer and Regional Supervisor to ensure attendance reports are accurate and up-to-date</li> </ul>	

## COUNSELING

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> Mental Health and Suicide Prevention Training</li> <li><input type="checkbox"/> Classroom Instruction/Psychoeducation on Bullying Prevention – Tier I (<i>Bullying Prevention Month</i>)</li> <li><input type="checkbox"/> Classroom Instruction/Psychoeducation on Substance Abuse Prevention – Tier 1 (<i>Red Ribbon Week</i>)</li> <li><input type="checkbox"/> Verification of Mental Health Training as outlined in HB 263</li> <li><input type="checkbox"/> New Course Code Request for the 2024-2025 School Year</li> <li><input type="checkbox"/> Individual Student Success Plans (ISP) - (<i>Ongoing</i>)</li> <li><input type="checkbox"/> Free Application for Federal Student Aid (FAFSA) - <i>Opens</i></li> </ul>	<ul style="list-style-type: none"> <li>▪ <i>The Mental Health Assurance Form</i> due October 31</li> <li>▪ Dr. Chancey Fort at <a href="mailto:cfort@mdek12.org">cfort@mdek12.org</a> and <a href="#">MDE resources</a>. Refer to the <a href="#">Improving The Mental Health of Mississippi's Children and Youth Guide</a> for specific directions with verifying completed training.</li> <li>▪ The deadline for submitting a new course code request for the 2024-2025 school year, October 1</li> <li>▪ Students can complete the FAFSA at <a href="https://studentaid.gov">studentaid.gov</a> 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</li> <li>▪ For more information contact Dr. Chancey Fort at <a href="mailto:cfort@mdek12.org">cfort@mdek12.org</a></li> </ul>

## CTE

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> Verify CTE student indicator data on MSIS rosters</li> </ul> <p>Complete Perkins equipment plan in Lotus Notes and begin purchasing once the plan is approved</p>	<p>Please contact the CTE office at 601-359-3974 or email Rozelia Harris at <a href="mailto:rharris@mdek12.org">rharris@mdek12.org</a> about teacher budget and Christy Todd at <a href="mailto:ctodd@mdek12.org">ctodd@mdek12.org</a> about equipment purchases</p>

## EARLY CHILDHOOD

Focus Tasks	MDE Related Supports/Professional Learning Topics
<p>Early Learning Collaborative Sites</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>REQUIRED:</b> Attend Early Learning Collaborative partner meetings</li> <li><input type="checkbox"/> Meet with Early Learning Collaborative leads to review monitoring documents, rate of readiness, Kindergarten Readiness, continuation application, coaching components, and CLASS policy</li> <li><input type="checkbox"/> Review Brigance III Developmental Screener with Early Learning Collaborative classrooms to ensure assessment is provided within the timeline</li> <li><input type="checkbox"/> <b>REQUIRED:</b> Begin face-to-face Brigance III Screeners in collaborative classrooms</li> <li><input type="checkbox"/> Continue Early childhood coaching</li> <li><input type="checkbox"/> <b>REQUIRED:</b> 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)</li> <li><input type="checkbox"/> <b>REQUIRED:</b> Annual NIEER (National Intuition of Early Education) Data Survey sent to Early Learning Collaboratives</li> <li><input type="checkbox"/> Maintain administrative monitoring documents for collaborative classrooms provided by MDE</li> </ul> <p>All Pre-Kindergarten Sites in Schools</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Review <i>Early Learning Standards for Classrooms Serving Infants through 4-Year-Old Children</i></li> <li><input type="checkbox"/> <b>REQUIRED:</b> Submit <i>Early Learning Guidelines and Kindergarten Guidelines</i> Assurances <a href="#">Forms</a></li> <li><input type="checkbox"/> Review Brigance III and Kindergarten Readiness available for all children</li> <li><input type="checkbox"/> Collaborate and communicate with community Head Start and early learning entities</li> <li><input type="checkbox"/> <b>REQUIRED:</b> Conduct parent-teacher conferences in-person, by phone or virtually</li> </ul>	<p>The MDE, through the Office of Early Childhood, is offering several trainings. The current list of trainings includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>▪ MS Early Learning Guidelines and Standards</li> <li>▪ Introduction to the PreK CLASS (Classroom Assessment Scoring System) Tool</li> <li>▪ Introduction to the K-3<sup>rd</sup> CLASS (Classroom Assessment Scoring System) Tool</li> </ul> <p>Online early childhood trainings can be accessed at <a href="http://www.mdek12.org/EC/Professional-Development">www.mdek12.org/EC/Professional-Development</a></p> <p>Districts may request professional development technical assistance at <a href="mailto:earlychildhoodtrainings@mdek12.org">earlychildhoodtrainings@mdek12.org</a>. The Office of Early Childhood trainings are found at the following GoSignMeUp link: <a href="https://gsmu.mdek12.org/Public/Course/Browse">https://gsmu.mdek12.org/Public/Course/Browse</a></p>

## FEDERAL PROGRAMS

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> Conduct Annual Fixed Asset Inventory Check according to district policy</li> <li><input type="checkbox"/> Verify Personnel in MSIS</li> <li><input type="checkbox"/> 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)</li> <li><input type="checkbox"/> Collect all Title I Home School Compact</li> <li><input type="checkbox"/> Annual Title I Meeting</li> <li><input type="checkbox"/> October 15: Title I Comparability Report due</li> <li><input type="checkbox"/> Annual Count Survey of Neglected and Delinquent Institution</li> </ul>	

## GIFTED

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> GEP Class Roles and Schedules uploaded to MSIS</li> </ul>	<ul style="list-style-type: none"> <li>• Identification Process</li> <li>• Teacher Unit Allocations</li> </ul>

## HEALTHY SCHOOLS/CHILD NUTRITION

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>REQUIRED by October 10:</b> Complete the District Sex-Related Education survey for SY 2023</li> <li><input type="checkbox"/> <b>REQUIRED by October 10:</b> submit CN monthly claim for reimbursement</li> <li><input type="checkbox"/> Conduct monthly Direct Certification (SNAP eligible students) match</li> </ul>	<p>SRE Survey Link: <a href="#">Mississippi Department of Education Office of Healthy Schools SY 2023-2024</a></p>



## INTERVENTION

Focus Tasks	MDE Related Supports/Professional Learning TopicsA
<ul style="list-style-type: none"> <li><input type="checkbox"/> Review student data that is provided from 9-week grades to make decisions about students who may need additional Tier II interventions</li> <li><input type="checkbox"/> Schedule meetings for students who may need to be referred for Tier II or Tier III interventions</li> <li><input type="checkbox"/> 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)</li> <li><input type="checkbox"/> Provide work samples</li> <li><input type="checkbox"/> <b>REQUIRED:</b> Complete appropriate documentation</li> <li><input type="checkbox"/> <b>REQUIRED by October 20:</b> Screen ALL first-grade students for dyslexia utilizing one of the state-approved dyslexia screeners</li> <li><input type="checkbox"/> Conduct EL quarterly meetings</li> </ul>	<ul style="list-style-type: none"> <li>▪ Foundational Skills (Phonological Awareness)</li> <li>▪ Content Instruction: Building Reading Skills</li> <li>▪ EL-strategies for increasing vocabulary and oral language in LEP ELs</li> <li>▪ Dyslexia Screener Guidance and Review</li> <li>▪ Social Emotional Learning (SEL) Standards <a href="https://mdek12.org/sites/default/files/Offices/Secondary%20Ed/sel_standards_final_updated.pdf">https://mdek12.org/sites/default/files/Offices/Secondary%20Ed/sel_standards_final_updated.pdf</a></li> <li>▪ The MTSS Professional Development Request Form can be found at the following link <a href="https://mdek12.org/OAE/OEER/InterventionServices">https://mdek12.org/OAE/OEER/InterventionServices</a></li> </ul>

## LIBRARIES/LIBRARIANS

Focus Tasks	MDE Related Supports/Professional Learning Topics

## LITERACY

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Required:</b> Per state law, parents must receive written notification of a substantial deficit in reading within ten (10) business days of administering the BOY screener.</li> <li><input type="checkbox"/> Identify students who may qualify for a Good Cause Exemption</li> <li><input type="checkbox"/> Review intervention progress for 20-day students and 4<sup>th</sup> grade Good Cause Exemptions</li> <li><input type="checkbox"/> Review prior year MAAP data</li> <li><input type="checkbox"/> Plan Families as Partners: Regional Literacy Nights</li> </ul>	<ul style="list-style-type: none"> <li>▪ Science of Reading Training</li> <li>▪ Supporting Strong Readers in Adolescents (content area teachers and coaches)</li> <li>▪ Explicit Lesson Planning for Whole Group and Small Group (tied to MS-CCRS)</li> <li>▪ Learning Walks</li> <li>▪ Progress Monitoring</li> <li>▪ Data-Based Decision Making</li> <li>▪ Reading-Writing Connection</li> <li>▪ Identifying Deficiencies and Implementing Interventions</li> </ul> <p><a href="http://www.mdek12.org/literacy">www.mdek12.org/literacy</a></p>

## MSIS

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>REQUIRED by October 10:</b> Districts must clear Month 01 MSD files</li> <li><input type="checkbox"/> <b>REQUIRED by October 15:</b> District Financial Data Submission due <i>Note: On October 16, a report is generated to Auditor's Office and State Superintendent of all districts that have not submitted</i></li> <li><input type="checkbox"/> After Month 01 MSD files are approved and completed, districts will be able to verify personnel in MSIS             <ul style="list-style-type: none"> <li>○ This is the first opportunity for districts to verify personnel</li> <li>○ During the month of October, districts should correct any personnel issues and continue to update &amp; approve personnel in MSIS</li> </ul> </li> <li><input type="checkbox"/> Districts should run their Accreditation Edits report             <ul style="list-style-type: none"> <li>○ Districts should run their MAEP Edits reports</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ <a href="#">District Timeline</a></li> <li>▪ <a href="#">Annual Data Reporting Calendar</a></li> <li>▪ Training Class (<a href="https://gsmu.mdek12.org/">https://gsmu.mdek12.org/</a>)</li> <li>▪ MSIS Reference Manuals (<a href="https://www.mdek12.org/OTSS/MSIS/MSIS-Manuals">https://www.mdek12.org/OTSS/MSIS/MSIS-Manuals</a>)</li> </ul>

## SAFE AND ORDERLY

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> Conduct monthly fire drills</li> <li><input type="checkbox"/> Ensure Active Shooter drill is conducted within the first 60 days of the start of each school semester</li> <li><input type="checkbox"/> Conduct tornado drills (2 per school year; 1 per semester recommended)</li> <li><input type="checkbox"/> Conduct emergency bus evacuation drills (2 per school year; 1 per semester recommended)</li> </ul>	<p><a href="https://www.mdek12.org/OSOS/Home">https://www.mdek12.org/OSOS/Home</a></p>

## SCHOOL FINANCIAL SERVICES

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> Ad Valorem Tax Request Worksheet</li> <li><input type="checkbox"/> Request reimbursement for National Board process cost fee and moving expense</li> <li><input type="checkbox"/> <b>Required by October 15:</b> Financial Exchange Transaction System (FETS) Data, Revenue Verification Form, Fund Balance Report, Cash Flow Report, Amended Budget FY2023 (combined &amp; combining-signed)</li> <li><input type="checkbox"/> Master Teacher Certification input into MSIS to meet full salary supplement eligibility requirement</li> <li><input type="checkbox"/> Revenue Reconciliation Form</li> </ul>	

## SCHOOL IMPROVEMENT

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> Complete Request for Funds (<i>1003 Grant Funds Reimbursement</i>)</li> <li><input type="checkbox"/> 2023-24 Training for Schools on Implementation Requirements for CSI, TSI, and ATSI</li> </ul>	<ul style="list-style-type: none"> <li>▪ Professional Learning to Support Implementation (TBD)</li> <li>▪ Technical Assistance as Requested from Schools/Districts</li> </ul>

## SECONDARY EDUCATION

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> 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</li> <li><input type="checkbox"/> Submit new course request for the following school year.</li> </ul>	<ul style="list-style-type: none"> <li>▪ The deadline for submitting a new course code request is October 31</li> <li>▪ For more information contact Dr. Chancey Fort at <a href="mailto:cfort@mdek12.org">cfort@mdek12.org</a></li> </ul>

## SPECIAL EDUCATION

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> Conduct Annual Fixed Asset Inventory Check of IDEA equipment/property according to district policy</li> <li><input type="checkbox"/> Begin MSIS entries for December 1 Child Count using teacher corrections and additions sent in September</li> <li><input type="checkbox"/> Begin verification/correction of teacher/student schedule conflicts to submit by November 1 (Month 02 submission)</li> <li><input type="checkbox"/> Work with teachers on completing IEPs, re-evaluations, and Parent Survey</li> <li><input type="checkbox"/> Check expenditure reports for any needed revisions to IDEA Funding Applications in MCAPS</li> <li><input type="checkbox"/> Ensure all IDEA program budgets are aligned with approved applications and accounting system (new programs, carry forward programs, continuing programs)</li> <li><input type="checkbox"/> <b>REQUIRED by October 12:</b> Timely submission of IDEA request for funds in MCAPS</li> <li><input type="checkbox"/> Check and verify IEP Progress Reports and verify that reports were provided to families as documented in IEPs</li> <li><input type="checkbox"/> 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.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Policies and Procedures located at <a href="http://www.mdek12.org">www.mdek12.org</a>, Office of Special Education</li> <li>▪ Contact OSE at 601-359-3498</li> <li>▪ Training information available on the <a href="#">Trumba calendar</a>, <a href="#">RESA websites</a> and at <a href="http://www.gosignmeup.com">www.gosignmeup.com</a></li> <li>▪ New Director EDGAR 101 Training (Collaboration with the Office of Federal Programs and the Office of Career and Technical Education)</li> <li>▪ Orton Gillingham based instruction training offered throughout the year</li> <li>▪ New Special Education Directors Supports</li> <li>▪ New Special Education Teacher Mentor Supports</li> <li>▪ Power Hour for Parents</li> <li>▪ New Special Education Directors' EDGAR overview – TBA</li> <li>▪ Virtual Office Hours</li> </ul>

<ul style="list-style-type: none"> <li><input type="checkbox"/> 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)</li> <li><input type="checkbox"/> 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</li> <li><input type="checkbox"/> Begin running and verifying MSIS Personnel Snapshot</li> </ul>	
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## TEACHING AND LEADING

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> Attend in-person professional development for Office of Teaching and Leading Updates/Stakeholder Meeting</li> <li><input type="checkbox"/> <b>Required by October 1:</b> Submission of Appendix B: Annual Report Form for Superintendent of Education for Reporting Infractions Under Miss. Code Ann. §37-3-2</li> <li><input type="checkbox"/> MDE Mississippi Administrator and Teacher of the Year application disseminated to local school districts</li> <li><input type="checkbox"/> MDE Mississippi Parent of the Year application disseminated to local school districts</li> <li><input type="checkbox"/> The United States Senate Youth Program (USSYP) Applications Due</li> </ul>	<ul style="list-style-type: none"> <li>▪ Mississippi Administrator and Teacher of the Year applications <a href="https://www.mdek12.org/OTL/OTC/recognition">https://www.mdek12.org/OTL/OTC/recognition</a></li> </ul>

## TEXTBOOKS

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>REQUIRED:</b> Complete local (school-level) adoption committee and email to the Office of Instructional Materials and Library Media</li> </ul>	<ul style="list-style-type: none"> <li>▪ <a href="#">Local Selection Committee</a> due October 1st</li> </ul>



# NOVEMBER

## ACCOUNTABILITY

### Focus Tasks

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

### MDE Related Supports/Professional Learning Topics

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

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

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

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

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

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

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

## ACCREDITATION

Focus Tasks	MDE Related Supports/Professional Learning Topics
<input type="checkbox"/> Review district boundaries lines and report any discrepancies for reporting to the U.S. Census Bureau	

## ASSESSMENT

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>MAAP:</b> DTCs must notify the STCs about the vendor STC Training Webinars (NWEA and DRC) for Fall EOC</li> <li><input type="checkbox"/> <b>NWEA Nextera and DRC Insight: Administration</b> Window Opens for Fall administrations (DTCs/STCs can set up testing sessions, enter accommodations, etc.)</li> <li><input type="checkbox"/> <b>MAAP:</b> End-of-Course Fall Test Window (November 29 – January 14); NWEA and DRC                             <ul style="list-style-type: none"> <li><input type="checkbox"/> Additional Order Window opens for ordering testing material (Large Print, Braille, etc.)</li> </ul> </li> <li><input type="checkbox"/> <b>MAAP-A:</b> Fall Re-Test Window - November 27 – December 12; Fall (4X4 only or for students needing PL2-3 for Alternate Diploma)</li> <li><input type="checkbox"/> <b>LBPA:</b> Administer Middle of Year (MOY) K-3 Screeners (November 27 2023 – January 19, 2024)</li> <li><input type="checkbox"/> <b>ELPT:</b> ELPT Training Invitation (Tentative November 28)</li> <li><input type="checkbox"/> <b>ACT:</b> <ul style="list-style-type: none"> <li><b>ACT Webinar – Accommodation Training</b> – November 15 by ACT</li> <li><b>ACT Now portal opens for ACT administrative tasks:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Manage Participation for ACT (Select Dates for Testing on November 9 – December 8, 2023)</li> <li><input type="checkbox"/> Attend test administration and accommodations Q &amp; A webinar on November 15, 2023</li> <li><input type="checkbox"/> Continue requesting ACT authorized accommodations through ACT's Test Accessibility and Accommodations System</li> <li><input type="checkbox"/> Complete online site readiness tasks if interested in</li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> DRC Insight Customer Support – Science and History: 1-888-476-0264 or <a href="mailto:MSHelpDesk@datarecognitioncorp.com">MSHelpDesk@datarecognitioncorp.com</a></li> <li><input type="checkbox"/> NWEA Nextera Customer Support – ELA and Math: 1-800-644-4054 or <a href="mailto:mscustomersupport@nwea.com">mscustomersupport@nwea.com</a></li> <li><input type="checkbox"/> ACT Customer Support – General and Technical Inquiries: 1-800-553-6244x2800 <a href="http://www.act.org/stateanddistrict/contactus">www.act.org/stateanddistrict/contactus</a> Accommodations and/or EL Supports: 1-800-553-6244x1788 <a href="mailto:ACTStateAccoms@act.org">ACTStateAccoms@act.org</a></li> </ul>

<p>online testing</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>MDE Test Security:</b> Upload a testing schedule for the MAAP Fall Administration by November 8; Testing Audits</li> <li><input type="checkbox"/> Upload reports to Caveon Core during testing (irregularity, district request forms, etc.) <ul style="list-style-type: none"> <li>○ <b>NAEP:</b> Selected schools update school-level information in the AMS for NAEP 2024 assessment.</li> </ul> </li> </ul>	
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## COMPULSORY SCHOOL ATTENDANCE ENFORCEMENT & DROPOUT PREVENTION

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> Work with School Attendance Officer and Regional Supervisor to ensure attendance reports are accurate and up-to-date</li> </ul>	

## COUNSELING

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> Individual Student Success Plans (ISP) (<i>Ongoing</i>)</li> <li><input type="checkbox"/> Classroom Instruction/ Psychoeducation on Children Grief – <i>Tier 1 (Children Grief Awareness Month)</i></li> <li><input type="checkbox"/> Classroom Instruction/ Psychoeducation on College Application – <i>Tier 1 (College Application Awareness Month)</i></li> <li><input type="checkbox"/> Classroom Instruction/ Psychoeducation on Scholarships – <i>Tier 1 (Scholarship Awareness Month)</i></li> </ul>	<ul style="list-style-type: none"> <li>▪ For more information contact Dr. Chancey Fort at <a href="mailto:cfort@mdek12.org">cfort@mdek12.org</a></li> </ul>



## CTE

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Verify CTE student indicator data on MSIS rosters</b></li> <li><input type="checkbox"/> <b>Continue Perkins equipment and other costs purchases and submit reimbursement requests by established deadlines</b></li> <li><input type="checkbox"/> <b>Review CTE District Summary Report Data for the previous school year and complete improvement plans as required</b></li> <li><input type="checkbox"/> <b>Begin collecting student interest data and labor market data to assist in determining new and conversion CTE programs for the next school year</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ Please contact the CTE office at 601-359-3974 or email Rozelia Harris at <a href="mailto:rharris@mdek12.org">rharris@mdek12.org</a> about teacher budget and Christy Todd at <a href="mailto:ctodd@mdek12.org">ctodd@mdek12.org</a> about equipment purchases</li> <li>▪ For questions concerning labor market data, contact Wendy Clemons at <a href="mailto:wclemons@mdek12.org">wclemons@mdek12.org</a></li> </ul>

## EARLY CHILDHOOD

Focus Tasks	MDE Related Supports/Professional Learning Topics
<p>Early Learning Collaborative Sites</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Meet with Early Learning Collaborative leads to review monitoring documents, rate of readiness, Kindergarten Readiness, continuation application, coaching components, and CLASS policy</li> <li><input type="checkbox"/> <b>REQUIRED:</b> Attend Early Learning Collaborative partner meetings</li> <li><input type="checkbox"/> Review Brigance III Developmental Screener with Early Learning Collaborative classrooms to ensure assessment is provided within the timeline</li> <li><input type="checkbox"/> Deadline to enter ALL Brigance III data input in BOMS (Brigance Online Monitoring System)</li> <li><input type="checkbox"/> <b>REQUIRED:</b> Administrative monitoring begins</li> </ul>	<p>The MDE, through the Office of Early Childhood, is offering several trainings. The current list of trainings includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>▪ MS Beginnings</li> <li>▪ Introduction to the PreK CLASS (Classroom Assessment Scoring System) Tool</li> <li>▪ Introduction to the K-3<sup>rd</sup> CLASS (Classroom Assessment Scoring System) Tool</li> <li>▪ Family Engagement</li> </ul> <p>Online early childhood trainings can be accessed at <a href="http://www.mdek12.org/EC/Professional-Development">www.mdek12.org/EC/Professional-Development</a></p> <p>Districts may request professional development technical assistance at <a href="mailto:earlychildhoodtrainings@mdek12.org">earlychildhoodtrainings@mdek12.org</a>. The Office of Early Childhood trainings are found at the following GoSignMeUp link: <a href="https://gsmu.mdek12.org/Public/Course/Browse">https://gsmu.mdek12.org/Public/Course/Browse</a></p>

All Pre-Kindergarten Sites in Schools

- Review *Early Learning Guidelines for Classrooms Serving 3 - and 4-Year-Old Children*
- Review *Early Learning Standards for Classrooms Serving Infants through 4-Year-Old Children*
- [Administrator Pre-K and Kindergarten Informal Observation Checklist](#)

Collaborate and communicate with community Head Start and early learning entities

## FEDERAL PROGRAMS

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> Finalize personnel in MSIS</li> <li><input type="checkbox"/> 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)</li> <li><input type="checkbox"/> Consolidated State Performance Report (CSPR) Surveys due</li> </ul>	

## GIFTED

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> Finalized GEP Class Roles and Schedules uploaded to MSIS</li> <li><input type="checkbox"/> Begin universal screening</li> <li><input type="checkbox"/> Scheduled GEP Monitoring begins (<b><i>Monitoring for SY 2023-2024 academic year will be conducted onsite.</i></b>)</li> </ul>	GEP Monitoring Visit Protocol

## HEALTHY SCHOOLS/CHILD NUTRITION

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>REQUIRED by November 10:</b> Submit CN monthly claim for reimbursement</li> <li><input type="checkbox"/> Conduct monthly Direct Certification (SNAP eligible students) match</li> </ul>	

## INTERVENTION

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>REQUIRED:</b> Conduct cumulative documented review meetings for Tier II students (conducted no later than eight weeks after implementation)</li> <li><input type="checkbox"/> <b>REQUIRED:</b> Conduct TST meetings for the first documented review for Tier III students (conducted no later than sixteen weeks after implementation)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Tier II Behavior</li> <li>▪ EL and MTSS Classroom Walkthrough and Leadership Team Debrief</li> <li>▪ Accommodations/Modifications</li> <li>▪ Access for All Guide 2.0 can be found at the following link <a href="https://www.mdek12.org/OAE/2019-Access-for-All-Guide">https://www.mdek12.org/OAE/2019-Access-for-All-Guide</a></li> </ul>

## LIBRARIES/LIBRARIANS

Focus Tasks	MDE Related Supports/Professional Learning Topics

## LITERACY

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> ARM documentation due</li> <li><input type="checkbox"/> November 1: Submit School Literacy Action Plan</li> <li><input type="checkbox"/> Update Action Plans</li> <li><input type="checkbox"/> Families as Partners: Literacy Nights</li> <li><input type="checkbox"/> <b>Required:</b> Per state law, parents must receive written notification of a substantial deficit in reading within ten (10) business days of administering the MOY screener.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Science of Reading Training</li> <li>▪ Supporting Strong Readers in Adolescents (content area teachers and coaches)</li> <li>▪ Learning Walks</li> <li>▪ <a href="#">Regional Family Night(s)</a></li> <li>▪ <a href="#">School Literacy Action Plan</a></li> </ul>

## MSIS

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>REQUIRED by November 10:</b> Districts must clear Month 02 MSD files</li> <li><input type="checkbox"/> <b>REQUIRED by November 13:</b> Student Lunch Data Status must be completed</li> <li><input type="checkbox"/> After the district is approved and completed, this is the last chance to view personnel data in MSIS before the December snapshot               <ul style="list-style-type: none"> <li><input type="checkbox"/> During November, districts will continue to make updates to personnel in MSIS</li> <li><input type="checkbox"/> They should approve their personnel whenever changes are made so that the MAEP and Accreditation edits will run at night and update their data</li> <li><input type="checkbox"/> The districts will not have the opportunity to make changes to personnel after submitting files in December</li> </ul> </li> <li><input type="checkbox"/> Updates to Special Education students using Special Education screens must be made</li> <li><input type="checkbox"/> MAEP and Accreditation edits are run as districts are approved</li> </ul>	<ul style="list-style-type: none"> <li>▪ <a href="#">District Timeline</a></li> <li>▪ <a href="#">Annual Data Reporting Calendar</a></li> <li>▪ Training Class (<a href="https://gsmu.mdek12.org/">https://gsmu.mdek12.org/</a>)</li> <li>▪ MSIS Reference Manuals (<a href="https://www.mdek12.org/OTSS/MSIS/MSIS-Manuals">https://www.mdek12.org/OTSS/MSIS/MSIS-Manuals</a>)</li> </ul>

## SAFE AND ORDERLY

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> Conduct monthly fire drills</li> <li><input type="checkbox"/> Conduct tornado drill (2 per school year; 1 per semester recommended)</li> <li><input type="checkbox"/> Conduct emergency bus evacuation drills (2 per school year; 1 per semester recommended)</li> </ul>	<p><a href="https://www.mdek12.org/OSOS/Home">https://www.mdek12.org/OSOS/Home</a></p>

## SCHOOL FINANCIAL SERVICES

Focus Tasks	MDE Related Supports/Professional Learning Topics
<input type="checkbox"/> Request reimbursement for National Board process cost fee and moving expense	

## SCHOOL IMPROVEMENT

Focus Tasks	MDE Related Supports/Professional Learning Topics
<input type="checkbox"/> Complete Request for Funds ( <i>1003 Grant Funds Reimbursement</i> ) <input type="checkbox"/> Annual Interview for CSI school district teams	<ul style="list-style-type: none"> <li>▪ Technical Assistance as Requested from Schools/Districts</li> </ul>

## SECONDARY EDUCATION

Focus Tasks	MDE Related Supports/Professional Learning Topics
<input type="checkbox"/> May begin submitting through SharePoint MDE Reimbursement for Accelerated programs <input type="checkbox"/> District of Innovation Renewal Application Due	<ul style="list-style-type: none"> <li>▪ Contact Wendy Clemons at <a href="mailto:wclemons@mdek12.org">wclemons@mdek12.org</a> on the MDE Reimbursement for Accelerated programs</li> <li>▪ Contact Lea Johnson at <a href="mailto:districtofinnovation@mdek12.org">districtofinnovation@mdek12.org</a> on District of Innovation Renewal application.</li> </ul>

## SPECIAL EDUCATION

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> Check expenditure reports for any needed revisions to IDEA Funding Applications in MCAPS</li> <li><input type="checkbox"/> Ensure all IDEA program budgets are aligned with approved applications and accounting system (new programs, carry forward programs, continuing programs)</li> <li><input type="checkbox"/> Work with teachers on completing IEPs, re-evaluations, and Parent Survey</li> <li><input type="checkbox"/> <b>REQUIRED by November 12:</b> Timely submission of IDEA request for funds in MCAPS</li> <li><input type="checkbox"/> Complete MSIS entries for December 1 Child Count and check for missing information and correctness</li> <li><input type="checkbox"/> Continue verification/correction process of teacher/student schedule conflicts to submit by December 1 (month 3 submission)</li> <li><input type="checkbox"/> Request any necessary Special Education Teacher forces in MSIS</li> <li><input type="checkbox"/> <b>REQUIRED prior to November 10:</b> Complete Educable Child applications and upload into SharePoint (residential placements)</li> <li><input type="checkbox"/> <b>REQUIRED by November 17:</b> Upload Educable Child Reimbursement Request Forms from September 16 – November 10 (Second Pay Period) in SharePoint</li> <li><input type="checkbox"/> <b>REQUIRED by close of business on December 1, 2022:</b> run Teacher/Student Pre-Cutoff Report prior to MSIS taking December 1 snapshot</li> <li><input type="checkbox"/> Data due for Indicators 5, 6, 9 and 10</li> <li><input type="checkbox"/> 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)</li> <li><input type="checkbox"/> 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.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Policies and Procedures located at <a href="http://www.mdek12.org">www.mdek12.org</a>, Office of Special Education</li> <li>▪ Contact OSE at 601-359-3498</li> <li>▪ Training information available on the <a href="#">Trumba calendar</a>, <a href="#">RESA websites</a> and at <a href="http://www.gosignmeup.com">www.gosignmeup.com</a></li> <li>▪ Orton Gillingham based instruction training offered throughout the year</li> <li>▪ New Special Education Directors Supports</li> <li>▪ New Special Education Teacher Mentor Supports</li> <li>▪ Power Hour for Parents</li> <li>▪ Virtual Office Hours</li> </ul>

## TEACHING AND LEADING

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"><li><input type="checkbox"/> Monthly mentoring and induction program meeting</li><li><input type="checkbox"/> Ensure all educator observers have completed an MDE- approved Professional Growth System (PGS) and continue informal observations</li></ul>	<ul style="list-style-type: none"><li>▪ <a href="#">Mentoring and Induction Toolkit</a></li><li>▪ All current Professional Growth System rubrics, guidebooks, and training opportunities are available at <a href="https://www.mdek12.org/OTL/OTC/professional-growth-system">https://www.mdek12.org/OTL/OTC/professional-growth-system</a></li></ul>



ACCOUNTABILITY	
Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> Graduation rate data is provided to districts prior to its release to the SBE and to the public in January or February</li> <li><input type="checkbox"/> <b>REQUIRED:</b> Run cohort report in MSIS for current year and previous 3 years</li> </ul>	<p>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:</p> <ul style="list-style-type: none"> <li>▪ Accountability Model Training</li> <li>▪ Data Literacy Training</li> <li>▪ Accountability Goal Setting Training</li> <li>▪ Student Monitoring Instrument Training</li> </ul> <p>Also offered on the webpage ( <a href="https://mdek12.org/OA/ODSP">https://mdek12.org/OA/ODSP</a> ) are several online video/document links for both district-level and school-level stakeholders on the ODSP webpage. The current list of resource links includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>▪ Accountability Model for Your Local PTA</li> <li>▪ Accountability Model for Your School Leadership Team</li> <li>▪ Accountability Model for Your Community Partners</li> <li>▪ School-Level Student Monitoring Instrument (700 point)</li> <li>▪ School-Level Student Monitoring Instrument (1000 point)</li> </ul> <p>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:</p> <ul style="list-style-type: none"> <li>▪ Monthly Support Webinars that are topic-based and offered various times during that month</li> <li>▪ Weekly Drop-In Virtual Office Hours that are role-specific with set dates/times so you can easily add them to your calendar</li> </ul> <p>All times and access information will be listed under the Resources tab on the ODSP page ( <a href="https://mdek12.org/OA/ODSP">https://mdek12.org/OA/ODSP</a> ).</p>

## ACCREDITATION

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> Prepare corrective action plan (template provided by Office of Accreditation) for local board approval, MDE program office approval and SBE approval</li> </ul>	

## ASSESSMENT

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>MAAP: Fall</b> Test Window (November 27 – December 15, 2023)</li> <li><input type="checkbox"/> <b>MAAP-A:</b> Fall Re-Test Window - November 27 – December 8, 2023; Fall (4X4 only or for students needing PL2-3 for Alternate Diploma)</li> <li><input type="checkbox"/> <b>ELPT:</b> Order form available for paper-based, braille, and large-print test materials (tentatively December 1, 2023 – January 14, 2024)             <ul style="list-style-type: none"> <li>○ Deadline to register two certificated persons per district for the ELPT Test Setup Training (December 15)</li> <li>○ Districts must complete the EL Roster Screen in the Federal Programs Module prior to December 15, 2023.</li> </ul> </li> <li><input type="checkbox"/> <b>LBPA:</b> Administer Middle of Year (MOY) K-3 Screeners (November 27 – January 19, 2024)</li> <li><input type="checkbox"/> <b>ACT:</b> <ul style="list-style-type: none"> <li>○ <b>ACT Webinar – Pre Admin</b> Training – December 12 by ACT</li> <li>○ Request ACT authorized accommodations through ACT's Test Accessibility and Accommodations System (Requests end January 12, 2024 for spring 2024 testing)</li> <li>○ Verify student enrollment</li> <li>○ Complete online site readiness tasks to ensure online testing can be used as needed (in case student is absent on paper test day).</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ DRC Insight Customer Support – Science and History: 1-888-476-0264 or <a href="mailto:MSHelpDesk@datarecognitioncorp.com">MSHelpDesk@datarecognitioncorp.com</a></li> <li>▪ NWEA Nextera Customer Support – ELA and Math: 1-800-644-4054 or <a href="mailto:mscustomersupport@nwea.org">mscustomersupport@nwea.org</a></li> <li>▪ ACT Customer Support – General and Technical Inquiries: 1-800-553-6244x2800 <a href="http://www.act.org/stateanddistrict/contactus">www.act.org/stateanddistrict/contactus</a> Accommodations and/or EL Supports: 1-800-553-6244x1788 <a href="mailto:ACTStateAccoms@act.org">ACTStateAccoms@act.org</a></li> </ul>

<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>MDE Test Security:</b> Upload testing irregularity reports during testing window; sign and upload test security documents <ul style="list-style-type: none"> <li>○ Principal Certification of State testing form, Test Security Certification form, and seating charts due by December 29</li> </ul> </li> <li><input type="checkbox"/> <b>NAEP:</b> Selected School Coordinators receive Prepare for Assessment Tasks for NAEP 2024 Assessment</li> </ul>	
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## COMPULSORY SCHOOL ATTENDANCE ENFORCEMENT & DROPOUT PREVENTION

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> Work with School Attendance Officer and Regional Supervisor to ensure attendance reports are accurate and up-to-date AND reflect end-of-Semester numbers</li> <li><input type="checkbox"/> 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.</li> </ul>	

## COUNSELING

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> Individual Student Success Plans (ISP) - (<i>Ongoing</i>)</li> <li><input type="checkbox"/> Advisory Council Meeting – <i>Fall meeting held</i></li> </ul>	<ul style="list-style-type: none"> <li>▪ For more information contact Dr. Chancey Fort at <a href="mailto:cfort@mdek12.org">cfort@mdek12.org</a></li> </ul>

## CTE

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Verify CTE student indicator data on MSIS rosters</b></li> <li><input type="checkbox"/> <b>Continue Perkins equipment and other costs purchases and submit reimbursement requests by established deadlines</b></li> <li><input type="checkbox"/> <b>Continue analyzing student interest and labor market data to assist in determining new and conversion CTE programs for the next school year</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ Please contact the CTE office at 601-359-3974 or email Rozelia HARRIS at <a href="mailto:rharris@mdek12.org">rharris@mdek12.org</a> about teacher budget and Christy Todd at <a href="mailto:ctodd@mdek12.org">ctodd@mdek12.org</a> about equipment purchases</li> <li>▪ For questions concerning labor market data, contact Wendy Clemons at <a href="mailto:wclemons@mdek12.org">wclemons@mdek12.org</a></li> </ul>

## EARLY CHILDHOOD

Focus Tasks	MDE Related Supports/Professional Learning Topics
<p>Early Learning Collaborative Sites</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>REQUIRED:</b> Annual NIEER data survey due to MDE</li> <li><input type="checkbox"/> <b>REQUIRED:</b> Maintain administrative monitoring documents for collaborative classrooms provided by MDE</li> <li><input type="checkbox"/> <b>REQUIRED:</b> Attend Early Learning Collaborative partner meetings</li> <li><input type="checkbox"/> Meet with Early Learning Collaborative leads to review monitoring documents, rate of readiness, Kindergarten Readiness, continuation application, coaching components, and CLASS policy</li> <li><input type="checkbox"/> Review Brigance III Developmental Screener with Early Learning Collaborative classrooms to ensure assessment is provided within the timeline</li> </ul> <p>All Pre-Kindergarten Sites in Schools</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Review <i>Early Learning Guidelines for Classrooms Serving 3 - and 4-Year-Old Children</i></li> <li><input type="checkbox"/> Review <i>Early Learning Standards for Classrooms Serving Infants through 4-Year-Old Children</i></li> </ul>	<ul style="list-style-type: none"> <li>▪ ONLINE TRAININGS ONLY FOR DECEMBER</li> <li>▪ Online early childhood trainings can be accessed at <a href="http://www.mdek12.org/EC/Professional-Development">www.mdek12.org/EC/Professional-Development</a></li> </ul> <p>Districts may request professional development technical assistance at <a href="mailto:earlychildhoodtrainings@mdek12.org">earlychildhoodtrainings@mdek12.org</a>. The Office of Early Childhood trainings can be found at the following GoSignMeUp link: <a href="https://gsmu.mdek12.org/Public/Course/Browse">https://gsmu.mdek12.org/Public/Course/Browse</a></p>

<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>REQUIRED:</b> Submit <i>Early Learning Guidelines and Kindergarten Guidelines Assurances Forms</i></li> <li><input type="checkbox"/> <b>REQUIRED:</b> Conduct mid-year parent-teacher conferences in-person, by phone or virtually</li> </ul> <p>Collaborate and communicate with community Head Start and early learning entities</p>	
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## FEDERAL PROGRAMS

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> Final liquidation of grant funds ending in the current school year</li> <li><input type="checkbox"/> 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)</li> <li><input type="checkbox"/> Title I Schoolwide Plans Approved by LEA</li> <li><input type="checkbox"/> All Title I Schools must be comparable by December 1</li> </ul>	

## GIFTED

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> By December 8: GEP Teacher Unit Allocation Data (Student Number) finalized</li> </ul>	

## HEALTHY SCHOOLS/CHILD NUTRITION

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>REQUIRED by December 10:</b> submit CN monthly claim for reimbursement</li> <li><input type="checkbox"/> Conduct monthly Direct Certification (SNAP eligible students) match</li> </ul>	

## INTERVENTION

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>REQUIRED:</b> Conduct documented review meetings for students receiving Tier II and Tier III interventions</li> <li><input type="checkbox"/> Compile intervention data to show student growth over the semester</li> </ul>	<ul style="list-style-type: none"> <li>▪ Foundational Skills (Phonics)</li> <li>▪ Content Instruction (Math Focus)</li> <li>▪ Tier II and Tier III Behavior</li> </ul>

## LIBRARIES/LIBRARIANS

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>REQUIRED:</b> Review school-wide student and teacher surveys with school librarian</li> </ul>	<p>School Library Guide 3.8</p> <ul style="list-style-type: none"> <li>▪ Using communication tools to promote reading program</li> <li>▪ Strategies for collaborating with teachers and school community members</li> </ul> <p>School Library Guide 6.8</p> <ul style="list-style-type: none"> <li>▪ Collaborative strategies that promote student success across multiple curriculum</li> </ul>

## LITERACY

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> Complete survey of MDE Coaching Supports (Literacy Support Schools)</li> <li><input type="checkbox"/> <b>Required:</b> Per state law, parents must receive written notification of a substantial deficit in reading within ten (10) business days of administering the MOY screener.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Science of Reading Training</li> </ul>

## MSIS

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> MAEP and Accreditation edits are run as districts are approved</li> <li><input type="checkbox"/> On December 1<sup>st</sup> only DSD files are processed, all other files are held until the next day for processing</li> <li><input type="checkbox"/> Snapshot of December 1 Special Education data is taken</li> <li><input type="checkbox"/> <b>REQUIRED by December 6:</b> Districts must clear Month 03 MSD files</li> <li><input type="checkbox"/> 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</li> <li><input type="checkbox"/> 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               <ul style="list-style-type: none"> <li><input type="checkbox"/> Districts can make updates to Personnel only if requested to do so by a program office in MDE</li> <li><input type="checkbox"/> Access to Special Education Student Update Screen is removed</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ <a href="#">District Timeline</a></li> <li>▪ <a href="#">Annual Data Reporting Calendar</a></li> <li>▪ Training Class (<a href="https://gsmu.mdek12.org/">https://gsmu.mdek12.org/</a>)</li> <li>▪ MSIS Reference Manuals (<a href="https://www.mdek12.org/OTSS/MSIS/MSIS-Manuals">https://www.mdek12.org/OTSS/MSIS/MSIS-Manuals</a>)</li> </ul>

## SAFE AND ORDERLY

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> Conduct monthly fire drills</li> <li><input type="checkbox"/> Conduct tornado drill (2 per school year; 1 per semester recommended)</li> <li><input type="checkbox"/> Conduct emergency bus evacuation drills (2 per school year; 1 per semester recommended)</li> </ul>	<p><a href="https://www.mdek12.org/OSOS/Home">https://www.mdek12.org/OSOS/Home</a></p>

## SCHOOL FINANCIAL SERVICES

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li data-bbox="226 235 1039 300">☐ Request reimbursement for National Board process cost fee and moving expense</li> <li data-bbox="226 316 1060 462">☐ 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</li> </ul>	

## SCHOOL IMPROVEMENT

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li data-bbox="226 690 1060 755">▪ Complete Request for Funds (<i>1003 Grant Funds Reimbursement</i>) <b>Deadline to liquidate FY21 and FY22 1003 Funds</b></li> <li data-bbox="226 771 1060 836">▪ Identified schools (CSI, TSI, ATSI, SAR) update to local school board <b>(Begins for Identified Schools)</b></li> </ul>	<ul style="list-style-type: none"> <li data-bbox="1123 690 1858 722">▪ Technical Assistance as Requested from Schools/Districts</li> </ul>

## SECONDARY EDUCATION

Focus Tasks	MDE Related Supports/Professional Learning Topics



## SPECIAL EDUCATION

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> Final liquidation of FY22 IDEA grant funds</li> <li><input type="checkbox"/> Check expenditure reports for any needed revisions to IDEA Funding Applications in MCAPS</li> <li><input type="checkbox"/> Ensure all IDEA program budgets are aligned with approved applications and accounting system (new programs, carry forward programs, continuing programs)</li> <li><input type="checkbox"/> Evaluate equitable service activities (meaningful and ongoing private school consultation)</li> <li><input type="checkbox"/> Work with teachers on completing IEPs, ESY determination meetings, re-evaluations, and Parent Survey</li> <li><input type="checkbox"/> <b>REQUIRED by December 9:</b> Timely submission of IDEA request for funds in MCAPS</li> <li><input type="checkbox"/> Evaluate the implementation of the CCEIS Plan and expenditures (applicable for LEAs required to budget due to area of significantly disproportionality)</li> <li><input type="checkbox"/> <b>REQUIRED:</b> Final check for MSIS TU Edit Report; no corrections after December 10</li> <li><input type="checkbox"/> 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)</li> <li><input type="checkbox"/> Send Semi-Annual Certification forms to schools for all 100% IDEA federally paid employees: complete by the last day of the 1<sup>st</sup> semester (EDGAR requirement - keep on file at district office)</li> <li><input type="checkbox"/> 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)</li> <li><input type="checkbox"/> 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.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Policies and Procedures located at <a href="http://www.mdek12.org">www.mdek12.org</a>, Office of Special Education</li> <li>▪ Contact OSE at 601-359-3498</li> <li>▪ Training information available on the <a href="#">Trumba calendar</a>, <a href="#">RESA websites</a> and at <a href="http://www.gosignmeup.com">www.gosignmeup.com</a></li> <li>▪ Orton Gillingham based instruction training offered throughout the year</li> <li>▪ New Special Education Directors Supports</li> <li>▪ New Special Education Teacher Mentor Supports</li> <li>▪ Power Hour for Parents</li> <li>▪ Virtual Office Hours</li> </ul>

## TEACHING AND LEADING

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"><li><input type="checkbox"/> Monthly mentoring and induction program meeting</li><li><input type="checkbox"/> Ensure all educator observers have completed an MDE-approved Professional Growth System (PGS) and continue informal observations</li></ul>	<ul style="list-style-type: none"><li>▪ <a href="#">Mentoring and Induction Toolkit</a></li><li>▪ All current Professional Growth System rubrics, guidebooks, and training opportunities are available at <a href="https://www.mdek12.org/OTL/OTC/professional-growth-system">https://www.mdek12.org/OTL/OTC/professional-growth-system</a></li></ul>



# JANUARY

ACCOUNTABILITY	
Focus Tasks	MDE Related Supports/Professional Learning Topics
<p><input type="checkbox"/> <b>REQUIRED: Run cohort report in MSIS for current year and previous 3 years</b></p>	<p>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:</p> <ul style="list-style-type: none"> <li>▪ Accountability Model Training</li> <li>▪ Data Literacy Training</li> <li>▪ Accountability Goal Setting Training</li> <li>▪ Student Monitoring Instrument Training</li> </ul> <p>Also offered on the webpage ( <a href="https://mdek12.org/OA/ODSP">https://mdek12.org/OA/ODSP</a> ) are several online video/document links for both district-level and school-level stakeholders on the ODSP webpage. The current list of resource links includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>▪ Accountability Model for Your Local PTA</li> <li>▪ Accountability Model for Your School Leadership Team</li> <li>▪ Accountability Model for Your Community Partners</li> <li>▪ School-Level Student Monitoring Instrument (700 point)</li> <li>▪ School-Level Student Monitoring Instrument (1000 point)</li> </ul> <p>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:</p> <ul style="list-style-type: none"> <li>▪ Monthly Support Webinars that are topic-based and offered various times during that month</li> <li>▪ Weekly Drop-In Virtual Office Hours that are role-specific with set dates/times so you can easily add them to your calendar</li> </ul> <p>All times and access information will be listed under the Resources tab on the ODSP page ( <a href="https://mdek12.org/OA/ODSP">https://mdek12.org/OA/ODSP</a> ).</p>

## ACCREDITATION

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> Submit class size waiver request</li> <li><input type="checkbox"/> Submit school board member reports</li> </ul>	

## ASSESSMENT

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>ALL: DTC Training – Spring Administration</b></li> <li><input type="checkbox"/> <b>MAAP:</b> 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) <ul style="list-style-type: none"> <li><input type="checkbox"/> Fall EOC (4 x 4) Administration results including Data File discrepancy period;</li> </ul> </li> <li><input type="checkbox"/> <b>MAAP-A: Teacher</b> training via face to face or webinar</li> <li><input type="checkbox"/> <b>ELPT: ELPT</b> Technology Webinar for district technology directors (tentatively January 17) <ul style="list-style-type: none"> <li><input type="checkbox"/> Paper-based testing order form due to DRC from DTCs (tentatively January 17)</li> <li><input type="checkbox"/> Test training for registered, certificated personnel begins (tentatively January 29)</li> <li><input type="checkbox"/> Paper test materials arrive in districts this week (tentatively January 29 – February 2)</li> </ul> </li> <li><input type="checkbox"/> <b>LBPA:</b> Finish administering MOY K-3 Screeners (November 27 – January 19, 2024)</li> <li><input type="checkbox"/> <b>Test Security:</b> 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.</li> <li><input type="checkbox"/> <b>ACT: Post Admin</b> Webinar hosted by ACT – January 23, 2024 <ul style="list-style-type: none"> <li><input type="checkbox"/> Verify student enrollment</li> <li><input type="checkbox"/> Complete online site readiness tasks to ensure online testing is supported</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ DRC Insight Customer Support – Science and History: 1-888-476-0264 or <a href="mailto:MSHelpDesk@datarecognitioncorp.com">MSHelpDesk@datarecognitioncorp.com</a></li> <li>▪ NWEA Nextera Customer Support – ELA and Math: 1-800-644-4054 or <a href="mailto:mscustomersupport@nwea.org">mscustomersupport@nwea.org</a></li> <li>▪ ACT Customer Support – General and Technical Inquiries: 1-800-553-6244x2800 <a href="http://www.act.org/stateanddistrict/contactus">www.act.org/stateanddistrict/contactus</a> Accommodations and/or EL Supports: 1-800-553-6244x1788 <a href="mailto:ACTStateAccoms@act.org">ACTStateAccoms@act.org</a></li> </ul>

<ul style="list-style-type: none"> <li>○ Request Qualified Exceptions for Accommodations</li> <li>○ Order testing materials for Window 1</li> <li>□ <b>NAEP:</b> NAEP 2024 Testing Window for selected schools: January 29, 2024 – March 8, 2024. Selected schools to complete student updates in the AMS.</li> </ul>	
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## COMPULSORY SCHOOL ATTENDANCE ENFORCEMENT & DROPOUT PREVENTION

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li>□ Work with School Attendance Officer and Regional Supervisor to ensure attendance reports are accurate and up-to-date</li> </ul>	

## COUNSELING

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li>□ Individual Student Success Plan (ISP) - Phase II (<i>Ongoing</i>)</li> <li>□ Prepare/start Academic Planning and Post-Secondary</li> </ul>	<ul style="list-style-type: none"> <li>▪ For more information contact Dr. Chancey Fort at <a href="mailto:cfort@mdek12.org">cfort@mdek12.org</a></li> </ul>

## CTE

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li>□ <b>Verify CTE student indicator data on MSIS rosters</b></li> <li>□ <b>Continue Perkins equipment and other costs purchases and submit reimbursement requests by established deadline</b></li> <li>□ <b>Continue analyzing student interest and labor market data to assist in determining new and conversion CTE programs for the next school year</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ Please contact the CTE office at 601-359-3974 or email Rozelia Harris at <a href="mailto:rharris@mdek12.org">rharris@mdek12.org</a> about teacher budget and Christy Todd at <a href="mailto:ctodd@mdek12.org">ctodd@mdek12.org</a> about equipment purchases</li> <li>▪ For questions concerning labor market data, contact Wendy Clemons at <a href="mailto:wclemons@mdek12.org">wclemons@mdek12.org</a></li> </ul>

## EARLY CHILDHOOD

Focus Tasks	MDE Related Supports/Professional Learning Topics
<p>Early Learning Collaborative Sites</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Meet with Early Learning Collaborative leads to review monitoring documents, rate of readiness, Kindergarten Readiness, continuation application, coaching components, and CLASS policy</li> <li><input type="checkbox"/> <b>REQUIRED:</b> Attend Early Learning Collaborative partner meetings</li> </ul> <p>All Pre-Kindergarten Sites in Schools</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>REQUIRED:</b> Conduct mid-year parent-teacher conferences</li> <li><input type="checkbox"/> Review <i>Early Learning Guidelines for Classrooms Serving 3 - and 4-Year-Old Children</i></li> <li><input type="checkbox"/> Review <i>Early Learning Standards for Classrooms Serving Infants through 4-Year-Old Children</i></li> <li><input type="checkbox"/> <a href="#">Conduct Administrator Pre-K and Kindergarten Informal Observation Checklist</a></li> </ul> <p>Collaborate and communicate with community Head Start and early learning entities</p>	<p>The MDE, through the Office of Early Childhood, is offering several trainings. The current list of trainings includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>▪ PreK CLASS (Classroom Assessment Scoring System) Training</li> <li>▪ MS Beginnings</li> <li>▪ Family Engagement</li> </ul> <p>Online early childhood trainings can be accessed at <a href="http://www.mdek12.org/EC/Professional-Development">www.mdek12.org/EC/Professional-Development</a></p> <p>Districts may request professional development early childhood training at <a href="mailto:earlychildhoodtrainings@mdek12.org">earlychildhoodtrainings@mdek12.org</a>. The Office of Early Childhood trainings can be found at the following GoSignMeUp link: <a href="https://gsmu.mdek12.org/Public/Course/Browse">https://gsmu.mdek12.org/Public/Course/Browse</a></p>

## FEDERAL PROGRAMS

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> Collect Semi-annual/PARs for all federally funded staff (July 1 – December 31)</li> <li><input type="checkbox"/> 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)</li> <li><input type="checkbox"/> Evaluate equitable service activities</li> <li><input type="checkbox"/> By January 31: Search for private school within the LEA, send contact letter and Intent to Participate Form</li> <li><input type="checkbox"/> Evaluate and revise Title I LEA Plan</li> <li><input type="checkbox"/> Begin federal programs Comprehensive Needs Assessment (CNA)</li> </ul>	

## GIFTED

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> Scheduled GEP Monitoring continues (<b><i>Monitoring for SY 2023-2024 academic year will be conducted onsite.</i></b>)</li> </ul>	Gifted Outcomes

## HEALTHY SCHOOLS/CHILD NUTRITION

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>REQUIRED by January 10:</b> submit CN monthly claim for reimbursement</li> <li><input type="checkbox"/> Conduct monthly Direct Certification (SNAP eligible students) match</li> </ul>	

## INTERVENTION

Focus Tasks	MDE Related Supports/Professional Learning Topics
<p><input type="checkbox"/> <b>REQUIRED:</b> Conduct documented review meetings for students receiving Tier II and TST meetings for students receiving Tier III interventions</p> <p>Conduct EL quarterly meetings</p>	<ul style="list-style-type: none"> <li>▪ Evaluate grades and data (Do they match?)</li> <li>▪ Foundational Skills (Vocabulary)</li> <li>▪ Content Instruction (Science Focus)</li> <li>▪ Provide support at local TST meetings</li> </ul> <p>Conduct Internal MTSS Audits</p>

## LIBRARIES/LIBRARIANS

Focus Tasks	MDE Related Supports/Professional Learning Topics
<p><input type="checkbox"/> <b>REQUIRED:</b> 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</p>	<p>School Library Guide 3.6</p> <ul style="list-style-type: none"> <li>▪ Collaborative strategies that promote student success across multiple curriculum</li> </ul> <p>School Library Guide 6.2</p> <ul style="list-style-type: none"> <li>▪ Developing a yearly budget report and/or specific budget report</li> <li>▪ Selecting high-quality instructional support materials</li> </ul> <p>School Library Guide 6.5</p> <ul style="list-style-type: none"> <li>▪ Using short- and long-term goals to support student learning</li> </ul> <p>School Library Guide 6.8</p> <ul style="list-style-type: none"> <li>▪ Collaborative strategies that promote student success across multiple curriculum</li> </ul>



## LITERACY

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure all students have tested in the MOY window</li> <li><input type="checkbox"/> Collect MOY Data</li> <li><input type="checkbox"/> Ensure Deficiency Letters (Parent Notification) are sent home</li> <li><input type="checkbox"/> Update Action Plans</li> <li><input type="checkbox"/> <b>Required:</b> Per state law, parents must receive written notification of a substantial deficit in reading within ten (10) business days of administering the OY screener.</li> </ul>	<ul style="list-style-type: none"> <li>▪ MOY Data Review</li> <li>▪ Regional Literacy Training(s)</li> <li>▪ Science of Reading Training</li> </ul>

## MSIS

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> Districts should run their Snapshot Personnel Accreditation Edits and Snapshot Personnel MAEP edits               <ul style="list-style-type: none"> <li>○ Funding for the upcoming school year will use this data</li> <li>○ Accreditation Status is based upon this data</li> <li>○ <b>By January 17:</b> Districts must clear Month 04 MSD files</li> </ul> </li> <li><input type="checkbox"/> Rights to the General/Schedule Entry screen is given back to the districts</li> </ul>	<ul style="list-style-type: none"> <li>▪ <a href="#">District Timeline</a></li> <li>▪ <a href="#">Annual Data Reporting Calendar</a></li> <li>▪ Training Class (<a href="https://gsmu.mdek12.org/">https://gsmu.mdek12.org/</a>)</li> <li>▪ MSIS Reference Manuals (<a href="https://www.mdek12.org/OTSS/MSIS/MSIS-Manuals">https://www.mdek12.org/OTSS/MSIS/MSIS-Manuals</a>)</li> </ul>

## SAFE AND ORDERLY

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> Conduct monthly fire drills</li> <li><input type="checkbox"/> Conduct Active Shooter drill within the first 60 days of second semester</li> <li><input type="checkbox"/> Conduct tornado drill (2 per school year; 1 per semester recommended)</li> <li><input type="checkbox"/> Conduct emergency bus evacuation drills (2 per school year; 1 per semester recommended)</li> </ul>	<p><a href="https://www.mdek12.org/OSOS/Home">https://www.mdek12.org/OSOS/Home</a></p>

## SCHOOL FINANCIAL SERVICES

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> Request reimbursement for National Board process cost fee and moving expense</li> </ul>	

## SCHOOL IMPROVEMENT

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li>▪ Complete Request for Funds (1003 Grant Funds Reimbursement) <b>9 months to FY23 obligation deadline (September 30, 2024)</b></li> <li>▪ Review school improvement budget, ensure obligation of funds aligned to the approved school improvement plan or need for revision</li> <li>▪ Identified schools (CSI, TSI, ATSI, SAR) update to local school board</li> </ul>	<ul style="list-style-type: none"> <li>▪ Technical Assistance as Requested from Schools/Districts</li> <li>▪ Virtual CSI Touchpoints with School Improvement Facilitators</li> </ul>

## SECONDARY EDUCATION

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> Provide all juniors with additional ACT preparation materials and interventions in preparation of Spring ACT administration</li> <li><input type="checkbox"/> For seniors enrolled in the SREB Math Ready or SREB Literacy Ready, encourage them to re-take the ACT</li> </ul>	<p><a href="https://www.mdek12.org/ESE/ACT-Resources">https://www.mdek12.org/ESE/ACT-Resources</a></p>

## SPECIAL EDUCATION

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> Check expenditure reports for any needed revisions to IDEA Funding Applications in MCAPS</li> <li><input type="checkbox"/> Collect Semi-annual/PARs for all federally funded staff (July 1 – December 31)</li> <li><input type="checkbox"/> Ensure all IDEA program budgets are aligned with approved applications and accounting system (new programs, carry forward programs, continuing programs)</li> <li><input type="checkbox"/> <b>REQUIRED by January 12:</b> Timely submission of IDEA request for funds in MCAPS</li> <li><input type="checkbox"/> Complete Internal Fixed Assets Inventory; check all sites (EDGAR requirement)</li> <li><input type="checkbox"/> By January 31: Collaborate with Federal Programs Director to search for private schools within the LEA</li> <li><input type="checkbox"/> Work with teachers on completing IEPs, ESY determination meetings, re-evaluations, and Parent Survey</li> <li><input type="checkbox"/> Complete public notice for Child Find</li> <li><input type="checkbox"/> Check for completion of IEP of IEP Progress Reports and verify that reports were sent home</li> <li><input type="checkbox"/> Complete winter benchmark testing (universal screening)</li> <li><input type="checkbox"/> Request or copy approved Month 03 personnel report and match teacher salary proration in MCAPS by completing amendments/revisions</li> <li><input type="checkbox"/> Review December 1 Child Count data and submit any corrections (LRE, Student age, Student grade)</li> <li><input type="checkbox"/> <b>REQUIRED prior to January 18:</b> Complete Educable Child applications and upload into SharePoint (residential placements)</li> <li><input type="checkbox"/> <b>REQUIRED by January 25:</b> Upload Educable Child Reimbursement Request Forms from November 11 – January 18 (Third Pay Period) in SharePoint</li> <li><input type="checkbox"/> Continue Child Outcomes Summary (COS) process for Indicator 7 (This process should be completed over the entire school year,</li> </ul>	<ul style="list-style-type: none"> <li>▪ Policies and Procedures located at <a href="http://www.mdek12.org">www.mdek12.org</a>, Office of Special Education</li> <li>▪ Contact OSE at 601-359-3498</li> <li>▪ Training information available on the <a href="#">Trumba calendar</a>, <a href="#">RESA websites</a> and at <a href="http://www.gosignmeup.com">www.gosignmeup.com</a></li> <li>▪ Orton Gillingham based instruction training offered throughout the year</li> <li>▪ New Special Education Directors Supports</li> <li>▪ New Special Education Teacher Mentor Supports</li> <li>▪ Power Hour for Parents</li> <li>▪ Virtual Office Hours</li> <li>▪ Quarterly Special Education Director’s Meeting</li> </ul>

<p>with entries being completed for preschool special education students that are newly enrolled, and exits being completed as students approach their sixth birthday)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 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</li> </ul>	
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## TEACHING AND LEADING

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> MDE Mississippi Administrator and Teacher of the Year Application Must be Submitted by Established Due Date Noted in Application</li> <li><input type="checkbox"/> MDE Mississippi Parent of the Year Application Must be Submitted by Established Due Date Noted in Application</li> <li><input type="checkbox"/> Monthly mentoring and induction program meeting</li> <li><input type="checkbox"/> Ensure all educator observers have completed an MDE-approved Professional Growth System (PGS) and continue informal observations</li> </ul>	<ul style="list-style-type: none"> <li>▪ <a href="#">Mentoring and Induction Toolkit</a></li> <li>▪ All current Professional Growth System rubrics, guidebooks, and training opportunities are available at <a href="https://www.mdek12.org/OTL/OTC/professional-growth-system">https://www.mdek12.org/OTL/OTC/professional-growth-system</a></li> </ul>

<b>ACCOUNTABILITY</b>	
<b>Focus Tasks</b>	<b>MDE Related Supports/Professional Learning Topics</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>REQUIRED:</b> Run cohort report in MSIS for current year and previous 3 years</li> </ul>	<p>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:</p> <ul style="list-style-type: none"> <li>▪ Accountability Model Training</li> <li>▪ Data Literacy Training</li> <li>▪ Accountability Goal Setting Training</li> <li>▪ Student Monitoring Instrument Training</li> </ul> <p>Also offered on the webpage ( <a href="https://mdek12.org/OA/ODSP">https://mdek12.org/OA/ODSP</a> ) are several online video/document links for both district-level and school-level stakeholders on the ODSP webpage. The current list of resource links includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>▪ Accountability Model for Your Local PTA</li> <li>▪ Accountability Model for Your School Leadership Team</li> <li>▪ Accountability Model for Your Community Partners</li> <li>▪ School-Level Student Monitoring Instrument (700 point)</li> <li>▪ School-Level Student Monitoring Instrument (1000 point)</li> </ul> <p>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:</p> <ul style="list-style-type: none"> <li>▪ Monthly Support Webinars that are topic-based and offered various times during that month</li> <li>▪ Weekly Drop-In Virtual Office Hours that are role-specific with set dates/times so you can easily add them to your calendar</li> </ul> <p>All times and access information will be listed under the Resources tab on the ODSP page ( <a href="https://mdek12.org/OA/ODSP">https://mdek12.org/OA/ODSP</a> ).</p>

## ACCREDITATION

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> Submit school board member reports</li> <li><input type="checkbox"/> Respond to personnel edit report notifications</li> </ul>	

## ASSESSMENT

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>MAAP: Technology</b> Training for Districts DTC and Technology Coordinator Webinars continue for spring 2023 assessment preparation</li> <li><input type="checkbox"/> <b>MAAP:</b> Fall 2022 Reports available in NWEA Nextera and DRC Insight <ul style="list-style-type: none"> <li><input type="checkbox"/> District Data submitted to MSIS will be used for Pre-ID files to be sent to Vendors for Spring Testing</li> </ul> </li> <li><input type="checkbox"/> <b>MAAP-A:</b> Begin filling out LCI in NWEA Nextera Attend DTC, STC, SPED Director Training</li> <li><input type="checkbox"/> <b>ELPT:</b> Set-up and Administration Training (February 7-10) <ul style="list-style-type: none"> <li><input type="checkbox"/> Deadline to order additional large print/Braille (tentatively February 1- 10)</li> </ul> </li> <li><input type="checkbox"/> <b>LBPA: Complete</b> K-3 Screener requirements (upload MOY universal screener data by February 2, 2024)</li> <li><input type="checkbox"/> <b>ACT:</b> Order testing materials for Window 1; <ul style="list-style-type: none"> <li><b>ACT: Window 1</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Paper – February 27, 2024</li> <li><input type="checkbox"/> Accommodations – February 27 – March 1 and March 4-8, 2024</li> <li><input type="checkbox"/> Online – February 27 – March 1 &amp; March 4-8, 2024</li> </ul> </li> </ul> </li> <li><input type="checkbox"/> <b>NAEP:</b> NAEP 2024 Testing Window for selected schools: January 29, 2024 – March 8, 2024</li> </ul>	<ul style="list-style-type: none"> <li>▪ DRC Insight Customer Support – Science and History: 1-888-476-0264 or <a href="mailto:MSHelpDesk@datarecognitioncorp.com">MSHelpDesk@datarecognitioncorp.com</a></li> <li>▪ NWEA Nextera Customer Support – ELA and Math: 1-800-644-4054 or <a href="mailto:mscustomersupport@nwea.org">mscustomersupport@nwea.org</a></li> <li>▪ ACT Customer Support – General and Technical Inquiries: 1-800-553-6244x2800 <a href="http://www.act.org/stateanddistrict/contactus">www.act.org/stateanddistrict/contactus</a> Accommodations and/or EL Supports: 1-800-553-6244x1788 <a href="mailto:ACTStateAccoms@act.org">ACTStateAccoms@act.org</a></li> </ul>

## COMPULSORY SCHOOL ATTENDANCE ENFORCEMENT & DROPOUT PREVENTION

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> Work with School Attendance Officer and Regional Supervisor to ensure attendance reports are accurate and up-to-date</li> </ul>	

## COUNSELING

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> National School Counseling Week</li> <li><input type="checkbox"/> Individual Student Success Plan (ISP) - Phase II (<i>Ongoing</i>)</li> <li><input type="checkbox"/> Classroom Instruction/Psychoeducation on Career and Technical Education – Tier 1 (<i>Career and Technical Awareness Month</i>)</li> <li><input type="checkbox"/> Spring School Counselor Institute</li> </ul>	<ul style="list-style-type: none"> <li>▪ For more information contact Dr. Chancey Fort at <a href="mailto:cfort@mdek12.org">cfort@mdek12.org</a></li> </ul>

## CTE

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> Verify CTE student indicator data on MSIS rosters</li> <li><input type="checkbox"/> Continue Perkins equipment and other costs purchases and submit reimbursement requests by established deadlines</li> <li><input type="checkbox"/> Continue analyzing student interest and labor market data to assist in determining new and conversion CTE programs for the next school year</li> <li><input type="checkbox"/> Submit required artifacts into the PULSE (Quality Program Rubric)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Please contact the CTE office at 601-359-3974 or email Rozelia Harris at <a href="mailto:rharris@mdek12.org">rharris@mdek12.org</a> about teacher budget and Christy Todd at <a href="mailto:ctodd@mdek12.org">ctodd@mdek12.org</a> about equipment purchases</li> <li>▪ For questions concerning labor market data, contact Wendy Clemons at <a href="mailto:wclemons@mdek12.org">wclemons@mdek12.org</a></li> <li>▪ Please contact Ben Alexander <a href="mailto:ben.alexander@rcu.msstate.edu">ben.alexander@rcu.msstate.edu</a> for information on the PULSE system</li> </ul>

## EARLY CHILDHOOD

Focus Tasks	MDE Related Supports/Professional Learning Topics
<p>Early Learning Collaborative Sites</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Meet with Early Learning Collaborative leads to review monitoring documents, rate of readiness, Kindergarten Readiness, continuation application, coaching components, and CLASS policy</li> <li><input type="checkbox"/> Attend virtual/in-person winter Early Learning Collaborative lead meeting</li> <li><input type="checkbox"/> <b>REQUIRED:</b> Attend Early Learning Collaborative partner meetings</li> </ul> <p>All Pre-Kindergarten Sites in Schools</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <a href="#">Review Early Learning Guidelines for Classrooms Serving 3 - and 4-Year-Old Children</a></li> <li><input type="checkbox"/> <a href="#">Review Early Learning Standards for Classrooms Serving Infants through 4-Year-Old Children</a></li> <li><input type="checkbox"/> Collaborate and communicate with community Head Start and early learning entities</li> </ul>	<ul style="list-style-type: none"> <li>▪ Register for the Approved Specialized Training Program (as needed)</li> <li>▪ Register for the Early Childhood Summer Conference</li> </ul> <p>The MDE, through the Office of Early Childhood, is offering several trainings. The current list of trainings includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>▪ MTSS for Family Engagement</li> <li>▪ PreK CLASS (Classroom Assessment Scoring System) Training</li> </ul> <p>Online early childhood trainings can be accessed at <a href="http://www.mdek12.org/EC/Professional-Development">www.mdek12.org/EC/Professional-Development</a></p> <p>Districts may request professional development technical assistance at <a href="mailto:earlychildhoodtrainings@mdek12.org">earlychildhoodtrainings@mdek12.org</a>.</p> <p>The Office of Early Childhood trainings can be found at the following GoSignMeUp link: <a href="https://gsmu.mdek12.org/Public/Course/Browse">https://gsmu.mdek12.org/Public/Course/Browse</a></p>

## FEDERAL PROGRAMS

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> Begin conducting Title I planning meetings for upcoming school year; present all available data to the team</li> <li><input type="checkbox"/> Review schoolwide/targeted assistance plan and implementation of action steps (document meetings)</li> <li><input type="checkbox"/> 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)</li> </ul>	



## GIFTED

Focus Tasks	MDE Related Supports/Professional Learning Topics
<input type="checkbox"/> GEP Monitoring (as scheduled) <i>(Monitoring for SY 2023-2024 academic year will be conducted onsite.)</i>	Mass Screening (Equity and Bias Training)

## HEALTHY SCHOOLS/CHILD NUTRITION

Focus Tasks	MDE Related Supports/Professional Learning Topics
<input type="checkbox"/> <b>REQUIRED by February 10:</b> submit CN monthly claim for reimbursement <input type="checkbox"/> Conduct monthly Direct Certification (SNAP eligible students) match	

## INTERVENTION

Focus Tasks	MDE Related Supports/Professional Learning Topics
<input type="checkbox"/> <b>REQUIRED:</b> Conduct documented review meetings for students receiving Tier II and Tier III interventions	<ul style="list-style-type: none"> <li>▪ Tier III Behavior</li> <li>▪ Foundational Skills (Fluency)</li> <li>▪ Data Review</li> </ul>

## LIBRARIES/LIBRARIANS

Focus Tasks	MDE Related Supports/Professional Learning Topics
<input type="checkbox"/> Schedule library advocacy committee meeting to discuss and plan school library program goals for the upcoming school year	School Library Guide 3.8 <ul style="list-style-type: none"> <li>▪ Using communication tools to promote reading program</li> <li>▪ Strategies for collaborating with teachers and school community members</li> </ul> School Library Guide 6.8 <ul style="list-style-type: none"> <li>▪ Developing short- and long-term SMART Goals</li> <li>▪ Using short- and long-term goals to support student learning</li> <li>▪ Strategies for collaborating with teachers and school community members</li> </ul>

## LITERACY

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> Schedule Spring Learning Walk</li> <li><input type="checkbox"/> ARM documentation due</li> <li><input type="checkbox"/> Mid-year K-4th grade IRP Fidelity Check (mid-February/March)</li> <li><input type="checkbox"/> Review, update, and discuss School Literacy Action Plans with literacy coach</li> </ul>	<ul style="list-style-type: none"> <li>▪ Differentiated Instruction/Centers</li> <li>▪ Science of Reading Training</li> <li>▪ Learning Walks</li> <li>▪ Comprehensive Report Due (literacy coach)</li> </ul>

## MSIS

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>REQUIRED by February 10:</b> Districts must clear Month 05 MSD files</li> </ul>	<ul style="list-style-type: none"> <li>▪ <a href="#">District Timeline</a></li> <li>▪ <a href="#">Annual Data Reporting Calendar</a></li> <li>▪ Training Class (<a href="https://gsmu.mdek12.org/">https://gsmu.mdek12.org/</a>)</li> <li>▪ MSIS Reference Manuals (<a href="https://www.mdek12.org/OTSS/MSIS/MSIS-Manuals">https://www.mdek12.org/OTSS/MSIS/MSIS-Manuals</a>)</li> </ul>

## SAFE AND ORDERLY

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> Conduct monthly fire drills</li> <li><input type="checkbox"/> Conduct Active Shooter drill within the first 60 days of second semester</li> <li><input type="checkbox"/> Conduct tornado drill (2 per school year; 1 per semester recommended)</li> <li><input type="checkbox"/> Conduct emergency bus evacuation drills (2 per school year; 1 per semester recommended)</li> </ul>	<p><a href="https://www.mdek12.org/OSOS/Home">https://www.mdek12.org/OSOS/Home</a></p>

## SCHOOL FINANCIAL SERVICES

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> Request reimbursement for National Board process cost fee and moving expense</li> <li><input type="checkbox"/> Master Teacher Certification input into MSIS to meet pro-rated salary supplement eligibility requirement</li> </ul>	

## SCHOOL IMPROVEMENT

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>OSI Annual Convening (Tentative)</b></li> <li><input type="checkbox"/> Complete Request for Funds (<i>1003 Grant Funds Reimbursement</i>) <b>8 months to FY23 obligation deadline (September 30, 2024)</b></li> <li><input type="checkbox"/> Review School Improvement Budget for possible revision for summer related activities, to address potential salary/benefit shortages or overages</li> <li><input type="checkbox"/> Identified schools (CSI, TSI, ATSI, SAR) update to local school board</li> </ul>	<ul style="list-style-type: none"> <li>▪ Technical Assistance as Requested from Schools/Districts</li> </ul>

## SECONDARY EDUCATION

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> Military Star School Application due</li> </ul>	<ul style="list-style-type: none"> <li>▪ Submit completed application to <a href="mailto:militarystarschool@mdek12.org">militarystarschool@mdek12.org</a></li> </ul>

## SPECIAL EDUCATION

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> Work with teachers on completing IEPs, ESY determination meetings, re-evaluations, and Parent Survey</li> <li><input type="checkbox"/> Check expenditure reports for any needed revisions to IDEA Funding Applications in MCAPS</li> <li><input type="checkbox"/> Ensure all IDEA program budgets are aligned with approved applications and accounting system (new programs, carry forward programs, continuing programs)</li> <li><input type="checkbox"/> <b>REQUIRED by February 14:</b> Timely submission of IDEA request for funds in MCAPS</li> <li><input type="checkbox"/> Remind teachers to have parents complete Parent Survey for Indicator 8 (link will be provided to Special Education Directors)</li> <li><input type="checkbox"/> 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)</li> <li><input type="checkbox"/> 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</li> </ul>	<ul style="list-style-type: none"> <li>▪ Policies and Procedures located at <a href="http://www.mdek12.org">www.mdek12.org</a>, Office of Special Education</li> <li>▪ Contact OSE at 601-359-3498</li> <li>▪ Training information available on the <a href="#">Trumba calendar</a>, <a href="#">RESA websites</a> and at <a href="http://www.gosignmeup.com">www.gosignmeup.com</a></li> <li>▪ Orton Gillingham based instruction training offered throughout the year</li> <li>▪ New Special Education Directors Supports</li> <li>▪ New Special Education Teacher Mentor Supports</li> <li>▪ Power Hour for Parents</li> <li>▪ Virtual Office Hours</li> </ul>

## TEACHING AND LEADING

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> February 1: Districts may begin to submit applications for district-requested licensure types for the upcoming school year.</li> <li><input type="checkbox"/> Attend in-person professional development for Office of Teaching and Leading Updates/Stakeholder Meeting</li> <li><input type="checkbox"/> Monthly mentoring and induction program meeting</li> <li><input type="checkbox"/> Ensure all educator observers have completed an MDE-approved Professional Growth System (PGS) and continue informal observations</li> </ul>	<ul style="list-style-type: none"> <li>▪ <a href="#">Mentoring and Induction Toolkit</a></li> <li>▪ All current Professional Growth System rubrics, guidebooks, and training opportunities are available at <a href="https://www.mdek12.org/OTL/OTC/professional-growth-system">https://www.mdek12.org/OTL/OTC/professional-growth-system</a></li> </ul>

## ACCOUNTABILITY

Focus Tasks	MDE Related Supports/Professional Learning Topics
<p><input type="checkbox"/> <b>REQUIRED:</b> Run cohort report in MSIS for current year and previous 3 years</p>	<p>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:</p> <ul style="list-style-type: none"> <li>▪ Accountability Model Training</li> <li>▪ Data Literacy Training</li> <li>▪ Accountability Goal Setting Training</li> <li>▪ Student Monitoring Instrument Training</li> </ul> <p>Also offered on the webpage ( <a href="https://mdek12.org/OA/ODSP">https://mdek12.org/OA/ODSP</a> ) are several online video/document links for both district-level and school-level stakeholders on the ODSP webpage. The current list of resource links includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>▪ Accountability Model for Your Local PTA</li> <li>▪ Accountability Model for Your School Leadership Team</li> <li>▪ Accountability Model for Your Community Partners</li> <li>▪ School-Level Student Monitoring Instrument (700 point)</li> <li>▪ School-Level Student Monitoring Instrument (1000 point)</li> </ul> <p>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:</p> <ul style="list-style-type: none"> <li>▪ Monthly Support Webinars that are topic-based and offered various times during that month</li> <li>▪ Weekly Drop-In Virtual Office Hours that are role-specific with set dates/times so you can easily add them to your calendar</li> <li>▪ All times and access information will be listed under the Resources tab on the ODSP page ( <a href="https://mdek12.org/OA/ODSP">https://mdek12.org/OA/ODSP</a> )</li> </ul>

## ACCREDITATION

Focus Tasks	MDE Related Supports/Professional Learning Topics

## ASSESSMENT

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>ALL:</b> STC Training</li> <li><input type="checkbox"/> <b>MAAP:</b> <ul style="list-style-type: none"> <li>○ Pre-ID files to be sent to Vendors for Spring Testing</li> <li>○ STC Training Webinars (NWEA and DRC)</li> <li>○ NWEA Nextera and DRC Insight: Administration Window Opens (DTCs/STCs can set up testing sessions, enter accommodations, etc.)</li> </ul> </li> <li><input type="checkbox"/> <b>MAAP-A:</b> Testing window opens (March 11– May 8, 2024)</li> <li><input type="checkbox"/> <b>ELPT:</b> ELP testing window opens (March 1)           <ul style="list-style-type: none"> <li>○ Deadline for DTCs to order additional paper-based materials (March 1 - 22)</li> </ul> </li> <li><input type="checkbox"/> <b>LBPA:</b> <ul style="list-style-type: none"> <li>○ Administer End of Year (EOY) Kindergarten Readiness and K-3 Screeners (April 1 – May 10, 2024)</li> <li>○ 3<sup>rd</sup> Grade MAAP-ELA (April 8 – April 19, 2024)</li> </ul> </li> <li><input type="checkbox"/> <b>ACT: Window 1</b> <ul style="list-style-type: none"> <li>○ Accommodations – March 1 &amp; March 4-8, 2024</li> <li>○ Online –March 1 – March 1 &amp; March 4-8, 2024</li> </ul> </li> <li><input type="checkbox"/> <b>ACT: Window 2</b> <ul style="list-style-type: none"> <li>○ Paper – March 26, 2024</li> <li>○ Accommodations – March 26-29 &amp; April 1-5, 2024</li> <li>○ Online – March 26-29 &amp; April 1-5, 2024</li> </ul> </li> <li><input type="checkbox"/> <b>MDE Test Security:</b> Upload a testing schedule for the MAAP spring window           <ul style="list-style-type: none"> <li>○ <b>NAEP:</b> NAEP 2023 Testing Window for selected schools: January 29, 2024 – March 8, 2024</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ DRC Insight Customer Support – Science and History: 1-888-476-0264 or <a href="mailto:MSHelpDesk@datarecognitioncorp.com">MSHelpDesk@datarecognitioncorp.com</a></li> <li>▪ NWEA Nextera Customer Support – ELA and Math: 1-800-644-4054 or <a href="mailto:mscustomersupport@nwea.com">mscustomersupport@nwea.com</a></li> <li>▪ ACT Customer Support –            General and Technical Inquiries: 1-800-553-6244x2800  <a href="http://www.act.org/stateanddistrict/contactus">www.act.org/stateanddistrict/contactus</a>            Accommodations and/or EL Supports: 1-800-553-6244x1788  <a href="mailto:ACTStateAccoms@act.org">ACTStateAccoms@act.org</a></li> </ul>

## COMPULSORY SCHOOL ATTENDANCE ENFORCEMENT & DROPOUT PREVENTION

Focus Tasks	MDE Related Supports/Professional Learning Topics
<input type="checkbox"/> Work with School Attendance Officer and Regional Supervisor to ensure attendance reports are accurate and up-to-date	

## COUNSELING

Focus Tasks	MDE Related Supports/Professional Learning Topics
<input type="checkbox"/> Individual Student Success Plan (ISP) - Phase II ( <i>Ongoing</i> )	<ul style="list-style-type: none"> <li>▪ For more information contact Dr. Chancey Fort at <a href="mailto:cfort@mdek12.org">cfort@mdek12.org</a></li> </ul>

## CTE

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> Verify CTE student indicator data on MSIS rosters</li> <li><input type="checkbox"/> Continue Perkins equipment and other costs purchases and submit reimbursement requests by established deadlines</li> <li><input type="checkbox"/> Begin working on Local Plan Application (LPA) for the next school and submit in Lotus Notes by established deadline</li> <li><input type="checkbox"/> Ensure CTE student testing rosters are correct in the RCU testing portal by established deadline</li> </ul>	<ul style="list-style-type: none"> <li>▪ Please contact the CTE office at 601-359-3974 or email Rozelia HARRIS at <a href="mailto:rharris@mdek12.org">rharris@mdek12.org</a> about teacher budget and Christy Todd at <a href="mailto:ctodd@mdek12.org">ctodd@mdek12.org</a> about equipment purchases and LPA</li> <li>▪ Webinars will be hosted on preparing the Local Plan Application (LPA)</li> </ul>

## EARLY CHILDHOOD

Focus Tasks	MDE Related Supports/Professional Learning Topics
<p>Early Learning Collaborative Sites</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Meet with Early Learning Collaborative leads to review monitoring documents, rate of readiness, Kindergarten Readiness, continuation application, coaching components, and CLASS policy</li> <li><input type="checkbox"/> <b>REQUIRED:</b> Attend Early Learning Collaborative partner meetings</li> <li><input type="checkbox"/> <b>REQUIRED:</b> Begin spring post-CLASS observations</li> <li><input type="checkbox"/> <b>REQUIRED:</b> Spring Kindergarten Readiness testing window</li> </ul> <p>All Pre-Kindergarten Sites in Schools</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>REQUIRED:</b> Spring Kindergarten Readiness testing window</li> <li><input type="checkbox"/> Review <i>Early Learning Guidelines for Classrooms Serving 3 - and 4-Year-Old Children</i></li> <li><input type="checkbox"/> Review <i>Early Learning Standards for Classrooms Serving Infants through 4-Year-Old Children</i></li> <li><input type="checkbox"/> <a href="#">Conduct Administrator Pre-K and Kindergarten Informal Observation Checklist</a></li> <li><input type="checkbox"/> Collaborate and communicate with community Head Start and early learning entities</li> </ul>	<ul style="list-style-type: none"> <li>▪ Register for Early Childhood Approved Specialized Training Program (as needed)</li> <li>▪ Register for the Early Childhood Summer Conference</li> <li>▪ The MDE, through the Office of Early Childhood, is offering several trainings. The current list of trainings includes, but is not limited to:               <ul style="list-style-type: none"> <li>▪ MS Beginnings</li> <li>▪ Family Engagement</li> </ul> </li> </ul> <p>Online early childhood trainings can be accessed at <a href="http://www.mdek12.org/EC/Professional-Development">www.mdek12.org/EC/Professional-Development</a></p> <p>Districts may request professional development technical assistance at <a href="mailto:earlychildhood@mdek12.org">earlychildhood@mdek12.org</a>. The Office of Early Childhood trainings can be found at the following GoSignMeUp link: <a href="https://gsmu.mdek12.org/Public/Course/Browse">https://gsmu.mdek12.org/Public/Course/Browse</a></p>



## FEDERAL PROGRAMS

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> Conduct Title I planning meetings for upcoming school year; present all available data to the team</li> <li><input type="checkbox"/> Begin to make decisions concerning the activities that will be written into the consolidated LEA and schoolwide plan</li> <li><input type="checkbox"/> 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)</li> <li><input type="checkbox"/> Private school's Intent to Participate Form or "No Private School" letter uploaded into MCAPS and begin consultation</li> <li><input type="checkbox"/> Title IV-A Use of Funds Survey for closed grant</li> </ul>	

## GIFTED

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> Complete universal screening (may be completed prior to March)</li> <li><input type="checkbox"/> GEP Monitoring (as scheduled) (<b><i>Monitoring for SY 2023-2024 academic year will be conducted onsite.</i></b>)</li> </ul>	GEP Program Evaluation

## HEALTHY SCHOOLS/CHILD NUTRITION

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> Annual Assessment of each school's Wellness Plan</li> <li><input type="checkbox"/> Complete annual agreement for Summer Food Service Program (participating Districts)</li> <li><input type="checkbox"/> <b>REQUIRED by March 10:</b> submit CN monthly claim for reimbursement</li> <li><input type="checkbox"/> Conduct monthly Direct Certification (SNAP eligible students) match</li> </ul>	<ul style="list-style-type: none"> <li>▪ Utilize <i>2019 Local School Wellness Policy Guide for Development</i>: <a href="https://www.mdek12.org/OHS">https://www.mdek12.org/OHS</a></li> <li>▪ Review SFSP information and requirements: <a href="https://www.mdek12.org/OCN/SFSP">https://www.mdek12.org/OCN/SFSP</a></li> </ul>

## INTERVENTION

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>REQUIRED:</b> Conduct documented review meetings for students receiving Tier II and TST meetings for students receiving Tier III interventions</li> <li><input type="checkbox"/> Conduct EL quarterly meetings</li> <li><input type="checkbox"/> Provide ELPT Platform Review</li> </ul>	<ul style="list-style-type: none"> <li>▪ Foundational Skills (Comprehension)</li> <li>▪ Reflect on successes and areas of growth</li> <li>▪ Plan for upcoming transition meetings</li> <li>▪ Plan for summer supports</li> </ul>

## LIBRARIES/LIBRARIANS

Focus Tasks	MDE Related Supports/Professional Learning Topics

## LITERACY

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> Review testing schedule for school with literacy coach (check dates for accuracy)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Learning Walks</li> <li>▪ Science of Reading Training</li> </ul>

## MSIS

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>REQUIRED by March 10:</b> Districts must clear Month 06 MSD files</li> </ul>	<ul style="list-style-type: none"> <li>▪ <a href="#">District Timeline</a></li> <li>▪ <a href="#">Annual Data Reporting Calendar</a></li> <li>▪ Training Class (<a href="https://gsmu.mdek12.org/">https://gsmu.mdek12.org/</a>)</li> <li>▪ MSIS Reference Manuals (<a href="https://www.mdek12.org/OTSS/MSIS/MSIS-Manuals">https://www.mdek12.org/OTSS/MSIS/MSIS-Manuals</a>)</li> </ul>

## SAFE AND ORDERLY

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> Conduct monthly fire drills</li> <li><input type="checkbox"/> Conduct tornado drill (2 per school year; 1 per semester recommended)</li> <li><input type="checkbox"/> Conduct emergency bus evacuation drills (2 per school year; 1 per semester recommended)</li> </ul>	<p><a href="https://www.mdek12.org/OSOS/Home">https://www.mdek12.org/OSOS/Home</a></p>

## SCHOOL FINANCIAL SERVICES

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> Request reimbursement for National Board process cost fee and moving expense</li> </ul>	

## SCHOOL IMPROVEMENT

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> Complete Request for Funds (<i>1003 Grant Funds Reimbursement</i>) 7 months to FY23 obligation deadline (September 30, 2024)</li> <li><input type="checkbox"/> Identified schools (CSI, TSI, ATSI, SAR) update to local school board</li> </ul>	<ul style="list-style-type: none"> <li>▪ Technical Assistance as Requested from Schools/Districts</li> <li>▪ Virtual CSI Touchpoints with School Improvement Facilitators</li> </ul>

## SECONDARY EDUCATION

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> 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</li> <li><input type="checkbox"/> HELP Scholarship Deadline March 31st</li> </ul>	<ul style="list-style-type: none"> <li>▪ For more information on the HELP Scholarship visit <a href="https://www.msfinancialaid.org/">https://www.msfinancialaid.org/</a></li> </ul>

## SPECIAL EDUCATION

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> Check expenditure reports for any needed revisions to IDEA Funding Applications in MCAPS</li> <li><input type="checkbox"/> Ensure all IDEA program budgets are aligned with approved applications and accounting system (new programs, carry forward programs, continuing programs)</li> <li><input type="checkbox"/> Evaluate equitable service activities (meaningful and ongoing private school consultation)</li> <li><input type="checkbox"/> Begin upcoming fiscal year consultation with private schools on intent to participate</li> <li><input type="checkbox"/> Work with teachers on completing IEPs, ESY determination meetings, re-evaluations, and Parent Survey</li> <li><input type="checkbox"/> <b>REQUIRED by March 15:</b> Timely submission of IDEA request for funds in MCAPS</li> <li><input type="checkbox"/> Evaluate the implementation of the CCEIS Plan and expenditures (applicable for LEAs required to budget due to area of significantly disproportionality)</li> <li><input type="checkbox"/> <b>REQUIRED prior to March 15:</b> Complete Educable Child applications and upload into SharePoint (residential placements)</li> <li><input type="checkbox"/> <b>REQUIRED by March 22:</b> Upload Educable Child Reimbursement Request Forms from January 19 – March 15 (Fourth Pay Period) in SharePoint</li> <li><input type="checkbox"/> Recruit teachers and other service providers (SLP, OT, PT) to work during ESY</li> <li><input type="checkbox"/> Work with teachers on completing IEPs, ESY determination meetings, re-evaluations, and Parent Survey</li> <li><input type="checkbox"/> Check completion of IEP Progress Reports and verify they are sent home</li> <li><input type="checkbox"/> 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)</li> <li><input type="checkbox"/> 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</li> </ul>	<ul style="list-style-type: none"> <li>▪ Policies and Procedures located at <a href="http://www.mdek12.org">www.mdek12.org</a>, Office of Special Education</li> <li>▪ Contact OSE at 601-359-3498</li> <li>▪ Training information available on the <a href="#">Trumba calendar</a>, <a href="#">RESA websites</a> and at <a href="http://www.gosignmeup.com">www.gosignmeup.com</a></li> <li>▪ Orton Gillingham based instruction training offered throughout the year</li> <li>▪ New Special Education Directors Supports</li> <li>▪ New Special Education Teacher Mentor Supports</li> <li>▪ Power Hour for Parents</li> <li>▪ Virtual Office Hours</li> <li>▪ Collaborative Fiscal Conference</li> </ul>

## TEACHING AND LEADING

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"><li><input type="checkbox"/> Request for Recommendations: MDE’s Talent Pool of Distinguished Educators</li><li><input type="checkbox"/> Monthly mentoring and induction program meeting</li><li><input type="checkbox"/> Ensure all educator observers have completed an MDE-approved Professional Growth System (PGS) and continue informal observations</li></ul>	<ul style="list-style-type: none"><li>▪ <a href="#">Mentoring and Induction Toolkit</a></li><li>▪ All current Professional Growth System rubrics, guidebooks, and training opportunities are available at <a href="https://www.mdek12.org/OTL/OTC/professional-growth-system">https://www.mdek12.org/OTL/OTC/professional-growth-system</a></li></ul>

## ACCOUNTABILITY

Focus Tasks	MDE Related Supports/Professional Learning Topics
<p><input type="checkbox"/> <b>REQUIRED:</b> Run cohort report in MSIS for current year and previous 3 years</p>	<p>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:</p> <ul style="list-style-type: none"> <li>▪ Accountability Model Training</li> <li>▪ Data Literacy Training</li> <li>▪ Accountability Goal Setting Training</li> <li>▪ Student Monitoring Instrument Training</li> </ul> <p>Also offered on the webpage ( <a href="https://mdek12.org/OA/ODSP">https://mdek12.org/OA/ODSP</a> ) are several online video/document links for both district-level and school-level stakeholders on the ODSP webpage. The current list of resource links includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>▪ Accountability Model for Your Local PTA</li> <li>▪ Accountability Model for Your School Leadership Team</li> <li>▪ Accountability Model for Your Community Partners</li> <li>▪ School-Level Student Monitoring Instrument (700 point)</li> <li>▪ School-Level Student Monitoring Instrument (1000 point)</li> </ul> <p>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:</p> <ul style="list-style-type: none"> <li>▪ Monthly Support Webinars that are topic-based and offered various times during that month</li> <li>▪ Weekly Drop-In Virtual Office Hours that are role-specific with set dates/times so you can easily add them to your calendar</li> <li>▪ All times and access information will be listed under the Resources tab on the ODSP page ( <a href="https://mdek12.org/OA/ODSP">https://mdek12.org/OA/ODSP</a> ).</li> </ul>

## ACCREDITATION

Focus Tasks	MDE Related Supports/Professional Learning Topics

## ASSESSMENT

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>MAAP: Spring</b> Test Window (April 8 – May 17, 2024)               <ul style="list-style-type: none"> <li>○ Additional Order Window opens for ordering testing material (Large Print, Braille, etc.)</li> </ul> </li> <li><input type="checkbox"/> <b>MAAP-A:</b> Testing window open (March 11 – May 3, 2024)</li> <li><input type="checkbox"/> <b>ELPT:</b> Testing window closes (April 12)               <ul style="list-style-type: none"> <li>○ Test materials should arrive at DRC no later than April 19</li> </ul> </li> <li><input type="checkbox"/> <b>LBPA: Administer</b> 3rd Grade MAAP-ELA               <ul style="list-style-type: none"> <li>○ April 8 – 19, 2024 – Grade 3 Reading</li> <li>○ Review students that qualify for Good Cause Exemptions</li> <li>○ Finish administering EOY K-3 Screeners</li> </ul> </li> <li><input type="checkbox"/> <b>ACT: Test Window 3</b>                Paper – April 23, 2024                Accommodations – April 23-26; April 29-30 &amp; May 1-3, 2024                Online – April 23-26; April 29-30 &amp; May 1-3, 2024</li> <li><input type="checkbox"/> <b>MDE Test Security: Upload</b> testing irregularity reports during the testing window; School Audits will begin</li> <li><input type="checkbox"/> <b>NAEP:</b> NAEP State Coordinator will conduct assessment debriefings with a sample of selected schools. Participation surveys will be distributed.</li> </ul>	<ul style="list-style-type: none"> <li>▪ DRC Insight Customer Support – Science and History: 1-888-476-0264 or <a href="mailto:MSHelpDesk@datarecognitioncorp.com">MSHelpDesk@datarecognitioncorp.com</a></li> <li>▪ NWEA Nextera Customer Support – ELA and Math: 1-800-644-4054 or <a href="mailto:mscustomersupport@nwea.org">mscustomersupport@nwea.org</a></li> <li>▪ ACT Customer Support –                General and Technical Inquiries: 1-800-553-6244x2800  <a href="http://www.act.org/stateanddistrict/contactus">www.act.org/stateanddistrict/contactus</a>                Accommodations and/or EL Supports: 1-800-553-6244x1788  <a href="mailto:ACTStateAccoms@act.org">ACTStateAccoms@act.org</a></li> </ul>

## COMPULSORY SCHOOL ATTENDANCE ENFORCEMENT & DROPOUT PREVENTION

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> Work with School Attendance Officer and Regional Supervisor to ensure attendance reports are accurate and up-to-date</li> </ul>	

## COUNSELING

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> Classroom Instruction/Psychoeducation on Counseling Awareness – Tier 1 (<i>Counseling Awareness Month</i>)</li> <li><input type="checkbox"/> Individual Student Success Plan (ISP) - Phase II (<i>Ongoing</i>)</li> <li><input type="checkbox"/> Develop and disseminate <i>Needs Assessment</i> to stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>▪ For more information contact Dr. Chancey Fort at <a href="mailto:cfort@mdek12.org">cfort@mdek12.org</a></li> </ul>

## CTE

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> Verify CTE student indicator data on MSIS rosters</li> <li><input type="checkbox"/> Continue Perkins equipment and other costs purchases and submit reimbursement requests by established deadlines</li> <li><input type="checkbox"/> By April 30: Submit Local Plan Application (LPA) for the next school year in Lotus Notes</li> <li><input type="checkbox"/> Oversee national certification testing in the local district</li> </ul>	<ul style="list-style-type: none"> <li>▪ Please contact the CTE office at 601-359-3974 or email Rozelia Harris at <a href="mailto:rharris@mdek12.org">rharris@mdek12.org</a> about teacher budget and Christy Todd at <a href="mailto:ctodd@mdek12.org">ctodd@mdek12.org</a> about equipment purchases and LPA</li> <li>▪ Webinars will be hosted on preparing the Local Plan Application (LPA)</li> </ul>



## EARLY CHILDHOOD

Focus Tasks	MDE Related Supports/Professional Learning Topics
<p>Early Learning Collaborative Sites</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Meet with Early Learning Collaborative leads to review monitoring documents, rate of readiness, Kindergarten Readiness, continuation application, coaching components, and CLASS policy</li> <li><input type="checkbox"/> <b>REQUIRED:</b> Attend Early Learning Collaborative partner meetings</li> <li><input type="checkbox"/> <b>REQUIRED:</b> Deadline for spring Brigance III screening results in BOMS (Brigance Online Monitoring System)</li> <li><input type="checkbox"/> <b>REQUIRED:</b> Continue spring post-CLASS observations</li> <li><input type="checkbox"/> <b>REQUIRED:</b> Spring face-to-face Kindergarten Readiness testing window</li> </ul> <p>All Pre-Kindergarten Sites in Schools</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <a href="#">Review Early Learning Guidelines for Classrooms Serving 3 - and 4-Year-Old Children</a></li> <li><input type="checkbox"/> <a href="#">Review Early Learning Standards for Classrooms Serving Infants through 4-Year-Old Children</a></li> <li><input type="checkbox"/> Conduct <a href="#">Administrator Pre-K and Kindergarten Informal Observation Checklist</a></li> <li><input type="checkbox"/> <b>REQUIRED:</b> Conduct spring parent-teacher conferences in-person, by phone or virtually</li> <li><input type="checkbox"/> Collaborate and communicate with community Head Start and early learning entities</li> <li><input type="checkbox"/> <b>REQUIRED:</b> Spring Kindergarten Readiness testing window</li> </ul>	<ul style="list-style-type: none"> <li>▪ Register for Early Childhood Specialized Bootcamp Training (as needed)</li> <li>▪ Register for the Mississippi Early Childhood Education Conference</li> <li>▪ Other Trainings as requested: <a href="#">Professional Development Request</a></li> </ul> <p>Online early childhood trainings can be accessed at <a href="http://www.mdek12.org/EC/Professional-Development">www.mdek12.org/EC/Professional-Development</a></p> <ul style="list-style-type: none"> <li>▪ Districts may request professional development technical assistance training at <a href="mailto:earlychildhoodtrainings@mdek12.org">earlychildhoodtrainings@mdek12.org</a>. The Office of Early Childhood trainings can be found at the following GoSignMeUp link: <a href="https://gsmu.mdek12.org/Public/Course/Browse">https://gsmu.mdek12.org/Public/Course/Browse</a></li> </ul>

## FEDERAL PROGRAMS

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> Finalize all Title I meetings</li> <li><input type="checkbox"/> 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)</li> <li><input type="checkbox"/> Title II Use of Funds of Survey</li> </ul>	

## GIFTED

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> GEP Monitoring (as scheduled) (<i>Monitoring for SY 2023-2024 academic year will be conducted onsite.</i>)</li> <li><input type="checkbox"/> GEP Services continue through the end of the academic year</li> </ul>	Implementation of Gifted Navigator Training

## HEALTHY SCHOOLS/CHILD NUTRITION

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>REQUIRED:</b> Local Board of Education approval of price adjustments for student and adult meals for the upcoming school year to meet USDA requirements</li> <li><input type="checkbox"/> Complete Summer Food Service Program online agreement (participating districts)</li> <li><input type="checkbox"/> <b>REQUIRED by April 10:</b> submit CN monthly claim for reimbursement</li> <li><input type="checkbox"/> Conduct monthly Direct Certification (SNAP eligible students) match</li> </ul>	

## INTERVENTION

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>REQUIRED:</b> Conduct documented review meetings for students receiving Tier II and Tier III interventions</li> <li><input type="checkbox"/> <b>REQUIRED by April 19:</b> Screen ALL kindergarten students for dyslexia utilizing one of the state-approved dyslexia screeners</li> </ul>	<ul style="list-style-type: none"> <li>▪ MTSS and EL file review</li> <li>▪ Dyslexia Awareness Training Spreadsheets can be found at the following link <a href="https://mdek12.org/OAE/OEER/Dyslexia">https://mdek12.org/OAE/OEER/Dyslexia</a></li> </ul>

## LIBRARIES/LIBRARIANS

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>REQUIRED:</b> Schedule formal observation</li> <li><input type="checkbox"/> <b>REQUIRED:</b> Face-to-face feedback should discuss budget reports for current and upcoming school years, needs assessments, and upcoming year school library schedule</li> </ul>	<p>School Library Guide 3.7</p> <ul style="list-style-type: none"> <li>• Effective supports and instructional strategies to promote student learning and teacher collaboration</li> </ul> <p>School Library Guide 6.2</p> <ul style="list-style-type: none"> <li>▪ Developing a yearly budget report and/or specific budget report</li> <li>▪ Selecting high-quality instructional support materials</li> </ul> <p>School Library Guide 6.8</p> <ul style="list-style-type: none"> <li>▪ Developing short- and long-term SMART Goals</li> <li>▪ Using short- and long-term goals to support student learning strategies for collaborating with teachers and school community members</li> </ul>

## LITERACY

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> Review and update Action Plans</li> <li><input type="checkbox"/> Planning for MAAP/3<sup>rd</sup> Grade MAAP-ELA Assessment (Data discussions, projections, and strategizing)</li> <li><input type="checkbox"/> <b>Required:</b> Per state law, parents must receive written notification of a substantial deficit in reading within ten (10) business days of administering the EOY screener.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Complete School Profile Template</li> <li>▪ Science of Reading Training <a href="http://www.mdek12.org/literacy">www.mdek12.org/literacy</a></li> </ul>

## MSIS

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>REQUIRED by April 10: Districts must clear Month 07 MSD files</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ <a href="#">District Timeline</a><a href="#">District Timeline</a></li> <li>▪ <a href="#">Annual Data Reporting Calendar</a></li> <li>▪ Training Class (<a href="https://gsmu.mdek12.org/">https://gsmu.mdek12.org/</a>)</li> <li>▪ MSIS Reference Manuals (<a href="https://www.mdek12.org/OTSS/MSIS/MSIS-Manuals">https://www.mdek12.org/OTSS/MSIS/MSIS-Manuals</a>)</li> </ul>

## SAFE AND ORDERLY

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> Conduct monthly fire drills</li> <li><input type="checkbox"/> Submit request to the Division of Pupil Transportation for bus driver certifications needed for summer bus schools provided by MDE</li> <li><input type="checkbox"/> Conduct emergency bus evacuation drills (2 per school year; 1 per semester recommended)</li> <li><input type="checkbox"/> Conduct tornado drill (2 per school year; 1 per semester recommended)</li> </ul>	<p><a href="https://www.mdek12.org/OSOS/Home">https://www.mdek12.org/OSOS/Home</a></p>

## SCHOOL FINANCIAL SERVICES

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> Request reimbursement for National Board process cost fee and moving expense</li> <li><input type="checkbox"/> EEF Procurement Card FY2024 spending deadline</li> </ul>	

## SCHOOL IMPROVEMENT

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> Complete Request for Funds (<i>1003 Grant Funds Reimbursement</i>) <b>6 months to FY23 obligation deadline (September 30, 2024)</b></li> <li><input type="checkbox"/> Identified schools (CSI, TSI, ATSI, SAR) update to local school board</li> </ul>	<ul style="list-style-type: none"> <li>▪ Technical Assistance as Requested from Schools/Districts</li> <li>▪ Virtual CSI Touchpoints with School Improvement Facilitators</li> </ul>

## SPECIAL EDUCATION

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> Check expenditure reports for any needed revisions to IDEA Funding Applications in MCAPS</li> <li><input type="checkbox"/> Ensure all IDEA program budgets are aligned with approved applications and accounting system (new programs, carry forward programs, continuing programs)</li> <li><input type="checkbox"/> Work with teachers on completing IEPs, ESY determination meetings, re-evaluations, and Parent Survey</li> <li><input type="checkbox"/> <b>REQUIRED by April 12:</b> Timely submission of IDEA request for funds in MCAPS</li> <li><input type="checkbox"/> By April 15: All ESY decisions must be made for students to be included on the ESY Application.</li> <li><input type="checkbox"/> Secure location, buses, employees, and service providers for ESY</li> <li><input type="checkbox"/> Schedule annual IEP meetings and reevaluations</li> <li><input type="checkbox"/> Review Policies, Procedures and Practices for clarification regarding Indicators 9 and 10 (Disproportionate Representation)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Policies and Procedures located at <a href="http://www.mdek12.org">www.mdek12.org</a>, Office of Special Education</li> <li>▪ Contact OSE at 601-359-3498</li> <li>▪ Training information available on the <a href="#">Trumba calendar</a>, <a href="#">RESA websites</a> and at <a href="http://www.gosignmeup.com">www.gosignmeup.com</a></li> <li>▪ Orton Gillingham based instruction training offered throughout the year</li> <li>▪ New Special Education Directors Supports</li> <li>▪ New Special Education Teacher Mentor Supports</li> <li>▪ Power Hour for Parents</li> <li>▪ Virtual Office Hours</li> </ul>

<ul style="list-style-type: none"> <li><input type="checkbox"/> 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)</li> <li><input type="checkbox"/> 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</li> </ul>	
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## TEACHING AND LEADING

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> Participate in professional development sessions and obtain technical support on licensure</li> <li><input type="checkbox"/> Monthly mentoring and induction program meeting</li> <li><input type="checkbox"/> Ensure all educator observers have completed an MDE-approved Professional Growth System (PGS) and begin formal observations</li> </ul>	<ul style="list-style-type: none"> <li>▪ <a href="#">Mentoring and Induction Toolkit</a></li> <li>▪ All current Professional Growth System rubrics, guidebooks, and training opportunities are available at <a href="https://www.mdek12.org/OTL/OTC/professional-growth-system">https://www.mdek12.org/OTL/OTC/professional-growth-system</a></li> </ul>

## TEXTBOOKS

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>REQUIRED:</b> Submit Intent to Adopt to the regional textbook company, Tennessee Book Company, and coordinator any necessary publisher site visits</li> </ul>	<ul style="list-style-type: none"> <li>▪ <a href="#">Intent to Adopt Form</a> due April 30</li> </ul>

## ACCOUNTABILITY

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> Review and confirm student information in MSIS; Month 9 data is used for many areas in the accountability system calculations</li> <li><input type="checkbox"/> <b>REQUIRED:</b> Run cohort report in MSIS for current year and previous 3 years</li> </ul>	<p>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:</p> <ul style="list-style-type: none"> <li>▪ Monthly Support Webinars that are topic-based and offered various times during that month</li> <li>▪ Weekly Drop-In Virtual Office Hours that are role-specific with set dates/times so you can easily add them to your calendar</li> </ul> <p>All times and access information will be listed under the Resources tab on the ODSP page ( <a href="https://mdek12.org/OA/ODSP">https://mdek12.org/OA/ODSP</a> ).</p>

## ACCREDITATION

Focus Tasks	MDE Related Supports/Professional Learning Topics

## ASSESSMENT

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>MAAP: Spring Test Window (Ends May 17, 2024)</b></li> <li><input type="checkbox"/> STCs must ensure all tests are submitted in the testing portals</li> <li><input type="checkbox"/> DTCs must collect and ship back secure materials to testing companies</li> <li><input type="checkbox"/> <b>MAAP-A: Testing window open (Ends May 3, 2024; Transcription ends May 8, 2024)</b> <ul style="list-style-type: none"> <li>• All test scores <b>MUST</b> be transcribed in the NWEA Nextera portal by May 8, 2024)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ DRC Insight Customer Support – Science and History: 1-888-476-0264 or <a href="mailto:MSHelpDesk@datarecognitioncorp.com">MSHelpDesk@datarecognitioncorp.com</a></li> <li>▪ NWEA Nextera Customer Support – ELA and Math: 1-800-644-4054 or <a href="mailto:mscustomersupport@nwea.org">mscustomersupport@nwea.org</a></li> </ul>

<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>ELPT:</b> Identification of potential English learners (ongoing)</li> <li><input type="checkbox"/> <b>LBPA:</b> <ul style="list-style-type: none"> <li>• Complete K-3 Screener requirements (upload EOY universal screener data) (May 30)</li> <li>• Receive initial test results</li> <li>• 3rd Grade MAAP Alternative Assessment - Retest 1 (May 6– 10, 2024)</li> <li>• Complete Good Cause Exemption paperwork</li> </ul> </li> <li><input type="checkbox"/> <b>ACT: Test Window 3</b> Accommodations –May 1-3, 2024 Online –May 1-3, 2024</li> <li><input type="checkbox"/> <b>MDE Test Security:</b> Auditing continues; Upload testing irregularity reports during testing window; sign and upload test security documents including seating charts; upload Principal’s Certification</li> </ul>	
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## COMPULSORY SCHOOL ATTENDANCE ENFORCEMENT & DROPOUT PREVENTION

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> JDC’s sponsoring school districts submission of actual expenses for educational programming</li> <li><input type="checkbox"/> Work with School Attendance Officer and Regional Supervisor to ensure attendance reports are accurate and up-to-date AND reflect end-of YEAR numbers</li> </ul>	



## COUNSELING

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> School Counseling Program Assessment</li> <li><input type="checkbox"/> School Counselors complete Stakeholders Needs Assessment and Instruction on Mental Health Awareness (<i>Mental Health Awareness Month</i>)</li> <li><input type="checkbox"/> Transition meeting (<i>Elementary to Middle to High to Post-Secondary</i>)</li> <li><input type="checkbox"/> 2023-2024 ISP Completed</li> <li><input type="checkbox"/> Advisory Council Meeting – Spring meeting held</li> <li><input type="checkbox"/> Comprehensive School Counseling Program Binder - (<i>Complete for the 2023-2024</i>)</li> </ul>	<ul style="list-style-type: none"> <li>▪ <a href="#">Mental Health resources</a></li> <li>▪ For more information contact Dr. Chancey Fort at <a href="mailto:cfort@mdek12.org">cfort@mdek12.org</a></li> </ul>

## CTE

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> Verify and finalize CTE student indicator data on MSIS rosters</li> <li><input type="checkbox"/> Continue Perkins equipment and other costs purchases and submit reimbursement requests by established deadlines</li> <li><input type="checkbox"/> Oversee national certification testing in the local district</li> <li><input type="checkbox"/> Request reimbursements for national certification testing by established deadlines</li> <li><input type="checkbox"/> Review and analyze data on national certification testing reports</li> <li><input type="checkbox"/> Submit required artifacts into the PULSE (Quality Program Rubric)</li> <li><input type="checkbox"/> Submission through SharePoint of MDE Reimbursement for WorkKeys Assessments</li> </ul>	<ul style="list-style-type: none"> <li>▪ Please contact the CTE office at 601-359-3974 or email Rozelia Harris at <a href="mailto:rharris@mdek12.org">rharris@mdek12.org</a> about teacher budget and Christy Todd at <a href="mailto:ctodd@mdek12.org">ctodd@mdek12.org</a> about equipment purchases and LPA</li> <li>▪ Please contact Mandy Hackman at <a href="mailto:ahackman@mdek12.org">ahackman@mdek12.org</a> about requesting reimbursement for national certification testing</li> <li>▪ Please contact Ben Alexander <a href="mailto:ben.alexander@rcu.msstate.edu">ben.alexander@rcu.msstate.edu</a> for information on the PULSE system</li> <li>▪ Contact Mandy Hackman at <a href="mailto:ahackman@mdek12.org">ahackman@mdek12.org</a> with questions about WorkKeys reimbursement</li> </ul>

## EARLY CHILDHOOD

Focus Tasks	MDE Related Supports/Professional Learning Topics
<p>Early Learning Collaborative Sites</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Meet with Early Learning Collaborative leads to review monitoring documents, rate of readiness, Kindergarten Readiness, continuation application, coaching components, and CLASS policy</li> <li><input type="checkbox"/> <b>REQUIRED:</b> Attend Early Learning Collaborative partner meetings</li> <li><input type="checkbox"/> <b>REQUIRED:</b> Complete spring post-CLASS observations</li> <li><input type="checkbox"/> Spring post-CLASS report reviews</li> <li><input type="checkbox"/> <b>REQUIRED:</b> Spring face-to-face Kindergarten Readiness testing window</li> </ul> <p>All Pre-Kindergarten Sites in Schools</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>REQUIRED:</b> Spring face-to-face Kindergarten Readiness testing window closed; Brigance screening window closed</li> <li><input type="checkbox"/> <a href="#">Review Early Learning Guidelines for Classrooms Serving 3 - and 4-Year-Old Children</a></li> <li><input type="checkbox"/> <a href="#">Review Early Learning Standards for Classrooms Serving Infants through 4-Year-Old Children</a></li> <li><input type="checkbox"/> Collaborate and communicate with community Head Start and early learning entities</li> <li><input type="checkbox"/> Select topics/days to attend the Early Childhood Specialized Bootcamp Training (as needed)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Register for Early Childhood Specialized Bootcamp Training (as needed)</li> <li>▪ Register for the Mississippi Early Childhood Education Conference</li> <li>▪ Other Trainings as requested: <a href="#">Professional Development Request</a></li> </ul> <p>Online early childhood trainings can be accessed at <a href="http://www.mdek12.org/EC/Professional-Development">www.mdek12.org/EC/Professional-Development</a></p> <p>Districts may request professional development technical assistance training at <a href="mailto:earlychildhoodtrainings@mdek12.org">earlychildhoodtrainings@mdek12.org</a>. The Office of Early Childhood trainings can be found at the following GoSignMeUp link: <a href="https://gsmu.mdek12.org/Public/Course/Browse">https://gsmu.mdek12.org/Public/Course/Browse</a></p>

## FEDERAL PROGRAMS

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> Update fixed asset inventory for closeout</li> <li><input type="checkbox"/> Review/revise family engagement policy/procedure and home school compact</li> <li><input type="checkbox"/> 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</li> <li><input type="checkbox"/> Preliminary Equitable Service Plan and Written Affirmation uploaded in MCAPS</li> </ul>	

## GIFTED

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> GEP Monitoring (as scheduled, if needed) <b><i>(Monitoring for SY 2023-2024 academic year will be conducted onsite.)</i></b></li> <li><input type="checkbox"/> GEP Services continue through the end of the academic year</li> </ul>	Selecting and designing gifted curriculum

## HEALTHY SCHOOLS/CHILD NUTRITION

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> Complete Annual Agreement for participation in the Child Nutrition Statewide Purchasing Program</li> <li><input type="checkbox"/> <b>REQUIRED by May 10:</b> submit CN monthly claim for reimbursement</li> <li><input type="checkbox"/> Conduct monthly Direct Certification (SNAP eligible students) match</li> </ul>	<ul style="list-style-type: none"> <li>▪ <a href="https://www.mdek12.org/OCN/PFD">https://www.mdek12.org/OCN/PFD</a></li> </ul>

## INTERVENTION

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>REQUIRED:</b> Conduct documented review meetings for students receiving Tier II and TST meetings for students receiving Tier III interventions</li> <li><input type="checkbox"/> <b>REQUIRED by May 10:</b> Submit all dyslexia screener data to MDE</li> <li><input type="checkbox"/> <b>REQUIRED by May 22:</b> Submit all dyslexia awareness training spreadsheets to MDE</li> <li><input type="checkbox"/> Schedule a date that will be your last day to provide interventions</li> <li><input type="checkbox"/> Compile intervention data to show student growth over the semester and school year</li> <li><input type="checkbox"/> 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.</li> <li><input type="checkbox"/> 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</li> <li><input type="checkbox"/> Conduct end-of-year EL meetings</li> </ul>	<ul style="list-style-type: none"> <li>▪ How to analyze a year’s worth of data</li> <li>▪ Charting data for the semester or school year</li> <li>▪ How to conduct effective transfer meetings to include the counselor, interventionist, and administration</li> <li>▪ Data collection for cumulative records</li> <li>▪ Dyslexia Screener Data forms can be found at the following link <a href="https://mdek12.org/OAE/OEER/Dyslexia">https://mdek12.org/OAE/OEER/Dyslexia</a></li> </ul>

## LIBRARIES/LIBRARIANS

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>REQUIRED:</b> Review findings of the yearly library inventory and report findings (new, lost, and weeded books)</li> </ul>	<p>School Library Guide 6.8</p> <ul style="list-style-type: none"> <li>▪ Creating and completing inventory reports</li> <li>▪ Using statistics to create and promote a positive learning environment</li> </ul>

## LITERACY

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> Begin Summer School Planning</li> <li><input type="checkbox"/> Complete grade level and administrator exit interviews</li> <li><input type="checkbox"/> <b>Required:</b> Per state law, parents must receive written notification of a substantial deficit in reading within ten (10) business days of administering the BOY screener.</li> </ul>	<ul style="list-style-type: none"> <li>▪ EOY Data Review</li> <li>▪ Spaces and environments for the upcoming school year</li> <li>▪ Science of Reading Training</li> <li>▪ Collect teacher attendance data (for school profile)</li> <li>▪ Collect/analyze EOY data (for school profile)</li> <li>▪ ARM documentation due</li> <li>▪ Evaluations Due (Coach and Regional)</li> </ul>

## MSIS

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>REQUIRED by May 10:</b> Districts must clear Month 08 MSD files</li> <li><input type="checkbox"/> <b>REQUIRED:</b> District should enter the next school year's calendar in MSIS District Events by end of May</li> <li><input type="checkbox"/> <b>REQUIRED:</b> Enter District Salary Schedule in MSIS for new school year</li> </ul>	<ul style="list-style-type: none"> <li>▪ <a href="#">District Timeline</a></li> <li>▪ <a href="#">Annual Data Reporting Calendar</a></li> <li>▪ Training Class (<a href="https://gsmu.mdek12.org/">https://gsmu.mdek12.org/</a>)</li> <li>▪ MSIS Reference Manuals (<a href="https://www.mdek12.org/OTSS/MSIS/MSIS-Manuals">https://www.mdek12.org/OTSS/MSIS/MSIS-Manuals</a>)</li> </ul>

## SAFE AND ORDERLY

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> Conduct monthly fire drills</li> <li><input type="checkbox"/> Conduct emergency bus evacuation drills (2 per school year; 1 per semester recommended)</li> <li><input type="checkbox"/> Conduct tornado drill (2 per school year; 1 per semester recommended)</li> </ul>	<p><a href="https://www.mdek12.org/OSOS/Home">https://www.mdek12.org/OSOS/Home</a></p>

## SCHOOL FINANCIAL SERVICES

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> Request reimbursement for National Board process cost fee and moving expense</li> <li><input type="checkbox"/> Review tax assessment information to be used for FY2026 MAEP calculation</li> </ul>	

## SCHOOL IMPROVEMENT

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> Complete Request for Funds (<i>1003 Grant Funds Reimbursement</i>) <b>5 months to FY23 obligation deadline (September 30, 2024)</b></li> <li><input type="checkbox"/> Verify revisions to School Improvement Budget for summer related activities or to address potential salary/benefit shortages or overages, if needed</li> <li><input type="checkbox"/> Identified schools (CSI, TSI, ATSI, SAR) update to local school board</li> </ul>	<ul style="list-style-type: none"> <li>▪ Technical Assistance as Requested from Schools/Districts</li> </ul>

## SECONDARY EDUCATION

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> Submit Seal of Biliteracy Scores prior to graduation</li> <li><input type="checkbox"/> Submission through SharePoint of MDE Reimbursement for WorkKeys Assessments</li> </ul>	<ul style="list-style-type: none"> <li>▪ Contact Limeul Eubanks at <a href="mailto:leubanks@mdek12.org">leubanks@mdek12.org</a> with questions about the Seal of Biliteracy</li> <li>▪ Contact Mandy Hackman at <a href="mailto:ahackman@mdek12.org">ahackman@mdek12.org</a> with questions about WorkKeys reimbursement</li> </ul>

## SPECIAL EDUCATION

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> Send Semi-Annual Certification Forms to schools for all 100% IDEA federally paid employees – complete by the last day of 2<sup>nd</sup> semester and keep on file at district office</li> <li><input type="checkbox"/> Complete Spring Benchmark Testing (Universal Screening)</li> <li><input type="checkbox"/> Check expenditure reports for any needed revisions to IDEA Funding Applications in MCAPS</li> <li><input type="checkbox"/> Update fixed asset inventory for closeout</li> <li><input type="checkbox"/> Ensure all IDEA program budgets are aligned with approved applications and accounting system (new programs, carry forward programs, continuing programs)</li> <li><input type="checkbox"/> <b>REQUIRED by May 12:</b> Timely submission of IDEA request for funds in MCAPS</li> <li><input type="checkbox"/> Work with teachers on completing IEPs, ESY determination meetings, re-evaluations, and Parent Survey</li> <li><input type="checkbox"/> Prepare ESY Application for FY23 – due on or before June 1.</li> <li><input type="checkbox"/> Begin work on Project Application draft budget for FY25 and schedule dates for private school consultations (if needed)</li> <li><input type="checkbox"/> Request anticipated FY25 Salary and Benefits Report for all IDEA and Preschool personnel from Business Department</li> <li><input type="checkbox"/> Check due date for projected budget with Business Manager</li> <li><input type="checkbox"/> 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)</li> <li><input type="checkbox"/> <b>REQUIRED prior to May 19:</b> Complete Educable Child applications and upload into SharePoint (residential placements)</li> <li><input type="checkbox"/> <b>REQUIRED by May 30:</b> Upload Educable Child Reimbursement Request Forms from March 18 – May 19 (Fifth Pay Period) in SharePoint</li> <li><input type="checkbox"/> Complete end of the year teacher check-out procedures</li> </ul>	<ul style="list-style-type: none"> <li>▪ Policies and Procedures located at <a href="http://www.mdek12.org">www.mdek12.org</a>, Office of Special Education</li> <li>▪ Contact OSE at 601-359-3498</li> <li>▪ Training information available on the <a href="#">Trumba calendar</a>, <a href="#">RESA websites</a> and at <a href="http://www.gosignmeup.com">www.gosignmeup.com</a></li> <li>▪ Orton Gillingham based instruction training offered throughout the year</li> <li>▪ New Special Education Directors Supports</li> <li>▪ New Special Education Teacher Mentor Supports</li> <li>▪ Power Hour for Parents</li> <li>▪ Virtual Office Hours</li> <li>▪ IDEA Fiscal Bootcamp</li> </ul>

<ul style="list-style-type: none"> <li><input type="checkbox"/> Check completion of IEP Progress Reports and verify that they were sent home</li> <li><input type="checkbox"/> Prior to the end of the school year, check that all teachers have completed annual IEP reviews</li> <li><input type="checkbox"/> Review Significant Disproportionality Data and complete review of policies, practices, and procedures if required for CEIS</li> <li><input type="checkbox"/> 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.</li> <li><input type="checkbox"/> 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</li> </ul>	
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## TEACHING AND LEADING

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> Monthly mentoring and induction program meeting</li> <li><input type="checkbox"/> Ensure all educator observers have completed an MDE-approved Professional Growth System (PGS) and complete formal observations</li> </ul>	<ul style="list-style-type: none"> <li>▪ <a href="#">Mentoring and Induction Toolkit</a></li> <li>▪ All current Professional Growth System rubrics, guidebooks, and training opportunities are available at <a href="https://www.mdek12.org/OTL/OTC/professional-growth-system">https://www.mdek12.org/OTL/OTC/professional-growth-system</a></li> </ul>



## ACCOUNTABILITY

Focus Tasks	MDE Related Supports/Professional Learning Topics
<input type="checkbox"/> <b>REQUIRED:</b> Run cohort report in MSIS for current year and previous 3 years	

## ACCREDITATION

Focus Tasks	MDE Related Supports/Professional Learning Topics
<input type="checkbox"/> Submit summer school data into MSIS	

## ASSESSMENT

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>ALL:</b> Submit Non-Participation Forms due to Significant Medical Emergency</li> <li><input type="checkbox"/> <b>MAAP: Spring</b> Results (data file) posted               <ul style="list-style-type: none"> <li>○ Datafile demographic check period for score reports</li> </ul> </li> <li><input type="checkbox"/> <b>MAAP-A: Spring</b> test results and datafile demographic period</li> <li><input type="checkbox"/> <b>ELPT:</b> Accessing and Understanding the ELPT Reports Webinar (June 28)               <ul style="list-style-type: none"> <li>○ Student Proficiency Reports available in DRC INSIGHT for DTCs and STCs (tentatively June 19)</li> </ul> </li> <li><input type="checkbox"/> <b>LBPA:</b> <ul style="list-style-type: none"> <li>○ Receive Retest 1 results</li> </ul> </li> <li><input type="checkbox"/> 3<sup>rd</sup> Grade MAAP Alternative Assessment – Retest 2 (June 19 – July 7, 2023)               <ul style="list-style-type: none"> <li>○ <b>MDE Test Security:</b> Caveon reports and letters submitted for possible EOC student invalidations;</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ DRC Insight Customer Support – Science and History: 1-888-476-0264 or <a href="mailto:MSHelpDesk@datarecognitioncorp.com">MSHelpDesk@datarecognitioncorp.com</a></li> <li>▪ NWEA Nextera Customer Support – ELA and Math: 1-800-644-4054 or <a href="mailto:mscustomersupport@nwea.org">mscustomersupport@nwea.org</a></li> <li>▪ <a href="#">2022-2023 Testing Calendar</a></li> <li>▪ K-3 Assessments <a href="#">Key Dates (22-23)</a></li> <li>▪ NAEP <a href="#">24-25 Testing Dates</a></li> </ul>

## COMPULSORY SCHOOL ATTENDANCE ENFORCEMENT & DROPOUT PREVENTION

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> Alternative Education Self-Assessment</li> </ul>	

## COUNSELING

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> Develop or revise comprehensive school counseling programs based on data analysis</li> <li><input type="checkbox"/> Review and revise the schedule of students for the upcoming school year</li> </ul>	<ul style="list-style-type: none"> <li>▪ See the <i>Mississippi School Counselor Framework</i> for guidance</li> </ul>

## CTE

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> Request reimbursements for national certification testing by established deadlines</li> <li><input type="checkbox"/> Finalize all reimbursement requests for Perkins funding by June 8</li> <li><input type="checkbox"/> Submit required artifacts into the PULSE (Quality Program Rubric)</li> <li><input type="checkbox"/> Final submission through SharePoint of MDE Reimbursement for WorkKeys Assessments</li> </ul>	<ul style="list-style-type: none"> <li>▪ Please contact the CTE office at 601-359-3974 or email Rozelia Harris at <a href="mailto:rharris@mdek12.org">rharris@mdek12.org</a> about reimbursement request for Perkins funding</li> <li>▪ Please contact Mandy Hackman at <a href="mailto:ahackman@mdek12.org">ahackman@mdek12.org</a> about requesting reimbursement for national certification testing</li> <li>▪ Please contact Ben Alexander <a href="mailto:ben.alexander@rcu.msstate.edu">ben.alexander@rcu.msstate.edu</a> for information on the PULSE system</li> <li>▪ Contact Mandy Hackman at <a href="mailto:ahackman@mdel12.org">ahackman@mdel12.org</a></li> </ul>

## EARLY CHILDHOOD

Focus Tasks	MDE Related Supports/Professional Learning Topics
<input type="checkbox"/> <b>Select topics/days to attend the Early Childhood Specialized Bootcamp Training</b>	<ul style="list-style-type: none"> <li>▪ Register for Early Childhood Specialized Bootcamp Training (as needed)</li> <li>• Register for the Mississippi Early Childhood Education Conference</li> <li>• Other Trainings as requested: <a href="#">Professional Development Request</a></li> </ul> <p>Online early childhood trainings can be accessed at <a href="http://www.mdek12.org/EC/Professional-Development">www.mdek12.org/EC/Professional-Development</a></p> <ul style="list-style-type: none"> <li>▪ Districts may request professional development technical assistance training at <a href="mailto:earlychildhoodtrainings@mdek12.org">earlychildhoodtrainings@mdek12.org</a>. The Office of Early Childhood trainings can be found at the following GoSignMeUp link: <a href="https://gsmu.mdek12.org/Public/Course/Browse">https://gsmu.mdek12.org/Public/Course/Browse</a></li> </ul>

## FEDERAL PROGRAMS

Focus Tasks	MDE Related Supports/Professional Learning Topics
<input type="checkbox"/> <b>Review current budgets to ensure accurate fiscal close out</b> <input type="checkbox"/> <b>Year-end assessment of equitable service program</b> <input type="checkbox"/> <b>Evaluate federal programs goals and objective</b> <input type="checkbox"/> <b>By June 30: SNS Methodology</b>	

## GIFTED

Focus Tasks	MDE Related Supports/Professional Learning Topics
<input type="checkbox"/> <b>Review gifted monitoring tool</b>	

## HEALTHY SCHOOLS/CHILD NUTRITION

Focus Tasks	MDE Related Supports/Professional Learning Topics
<input type="checkbox"/> <b>REQUIRED by June 10: submit CN monthly claim for reimbursement</b>	

## INTERVENTION

Focus Tasks	MDE Related Supports/Professional Learning Topics
<input type="checkbox"/> Provide interventions to students attending summer school <input type="checkbox"/> Collect data on summer progress	<ul style="list-style-type: none"><li>▪ Analyze summer school reports for promotion</li></ul>

## LIBRARIES/LIBRARIANS

Focus Tasks	MDE Related Supports/Professional Learning Topics

## LITERACY

Focus Tasks	MDE Related Supports/Professional Learning Topics
<input type="checkbox"/> Update Action Plans	<ul style="list-style-type: none"><li>▪ Science of Reading Training</li><li>▪ Complete Comprehensive Report</li><li>▪ Complete Summer Projects</li></ul>

## MSIS

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>REQUIRED: District must approve Month 09 within 10 days of students' last day</b></li> <li><input type="checkbox"/> <b>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</b></li> <li><input type="checkbox"/> <b>REQUIRED by 12 noon on June 30: Districts must enter Graduation Option information for seniors that graduated</b></li> <li><input type="checkbox"/> <b>REQUIRED by 12 noon on June 30: Districts must enter Graduation Option information for seniors that graduated</b></li> <li><input type="checkbox"/> <b>REQUIRED: Summer Program Report Entry screen must be completed by all schools that host a summer program</b> 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</li> </ul>	<ul style="list-style-type: none"> <li>▪ <a href="#">District Timeline</a></li> <li>▪ <a href="#">Annual Data Reporting Calendar</a></li> <li>▪ Training Class (<a href="https://gsmu.mdek12.org/">https://gsmu.mdek12.org/</a>)</li> <li>▪ MSIS Reference Manuals (<a href="https://www.mdek12.org/OTSS/MSIS/MSIS-Manuals">https://www.mdek12.org/OTSS/MSIS/MSIS-Manuals</a>)</li> </ul>

## SCHOOL FINANCIAL SERVICES

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> Request reimbursement for National Board process cost fee and moving expense</li> <li><input type="checkbox"/> Request initial EEF procurement card count for FY2025</li> </ul>	

## SCHOOL IMPROVEMENT

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> Request for Funds (<i>1003 Grant Funds Reimbursement</i>) 4 months to FY23 obligation deadline (September 30, 2024)</li> <li><input type="checkbox"/> Identified schools (CSI, TSI, ATSI, SAR) update to local school board</li> <li><input type="checkbox"/> Submit Revisions in MCAPs by June 30</li> </ul> <p>Submit Community Engagement Council Documentation by June 30</p>	<ul style="list-style-type: none"> <li>▪ Virtual CSI Touchpoints with School Improvement Facilitators</li> <li>▪ Technical Assistance as Requested from Schools/Districts</li> </ul>

## SECONDARY EDUCATION

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> Final submission through SharePoint of MDE Reimbursement for WorkKeys Assessments</li> </ul>	<ul style="list-style-type: none"> <li>▪ Contact Mandy Hackman at <a href="mailto:ahackman@mdel12.org">ahackman@mdel12.org</a></li> </ul>

## SPECIAL EDUCATION

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <li><input type="checkbox"/> ESY Application due June 1.</li> <li><input type="checkbox"/> Check expenditure reports for any needed revisions to IDEA Funding Applications in MCAPS</li> <li><input type="checkbox"/> Review current budgets to ensure accurate fiscal close out</li> <li><input type="checkbox"/> Evaluate equitable service activities (meaningful and ongoing private school consultation)</li> <li><input type="checkbox"/> <b>REQUIRED by June 13:</b> Timely submission of IDEA request for funds in MCAPS</li> <li><input type="checkbox"/> Evaluate the implementation of the CCEIS Plan and expenditures (applicable for LEAs required to budget due to area of significantly disproportionality)</li> <li><input type="checkbox"/> Continue to work on FY25 IDEA Funding Application</li> <li><input type="checkbox"/> Request FY24 Expenditure Report from Business Manager and compare balance in district's accounting software to MCAPS balance</li> <li><input type="checkbox"/> 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</li> <li><input type="checkbox"/> Work with teachers on completing IEPs, ESY determination meetings, re-evaluations, and Parent Survey</li> </ul>	<ul style="list-style-type: none"> <li>▪ Policies and Procedures located at <a href="http://www.mdek12.org">www.mdek12.org</a>, Office of Special Education</li> <li>▪ Contact OSE at 601-359-3498</li> <li>▪ Training information available on the <a href="#">Trumba calendar</a>, <a href="#">RESA websites</a> and at <a href="http://www.gosignmeup.com">www.gosignmeup.com</a></li> <li>▪ Orton Gillingham based instruction training offered throughout the year</li> <li>▪ New Special Education Directors Supports</li> <li>▪ New Special Education Teacher Mentor Supports</li> <li>▪ Power Hour for Parents</li> <li>▪ Quarterly Special Education Director's Meeting</li> <li>▪ Transition Conference</li> <li>▪ Improving Outcomes for Students with Disabilities Conference</li> <li>▪ Virtual Office Hours</li> <li>▪ IDEA Fiscal Bootcamp</li> </ul>

<ul style="list-style-type: none"> <li><input type="checkbox"/> Prior to June 30: Submit verification form for speech/language screenings to the OSE</li> <li><input type="checkbox"/> 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)</li> <li><input type="checkbox"/> All preschool data should be entered by June 30</li> <li><input type="checkbox"/> 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</li> <li><input type="checkbox"/> Prior to June 30: Complete Parent Surveys</li> <li><input type="checkbox"/> 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)</li> <li><input type="checkbox"/> Prior to July 1: Enter new annual IEP dates and any new re-evaluation dates in MSIS under student update screens</li> <li><input type="checkbox"/> June 30: Final due date for Indicators 1, 2, 7, 8, 11, 12, and 13; use data-checkups sent from OSE</li> </ul>	
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<b>TEACHING AND LEADING</b>	
<b>Focus Tasks</b>	<b>MDE Related Supports/Professional Learning Topics</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>REQUIRED:</b> Mississippi Educator and Administrator Professional Growth System (PGS) score submissions are due on or before June 30</li> </ul>	<ul style="list-style-type: none"> <li>▪ All current Professional Growth System rubrics, guidebooks, and training opportunities are available at <a href="https://www.mdek12.org/OTL/OTC/professional-growth-system">https://www.mdek12.org/OTL/OTC/professional-growth-system</a></li> </ul>