



ADMINISTRATOR  
CALENDAR

# DATES TO REMEMBER

July 2024 – June 2025



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 contacts on the list to the right.

| 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  | Chandrea Walker Everett                                | <a href="mailto:cswalker@mdek12.org">cswalker@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. Michelle Nowell                                    | <a href="mailto:mnowell@mdek12.org">mnowell@mdek12.org</a>   |
| English Learner Instruction                                     | Sandra Elliott   | <a href="mailto:selliott@mdek12.org">selliott@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  | Mathis Sheriff   | <a href="mailto:msheriff@mdek12.org">msheriff@mdek12.org</a>   |
| Libraries/Librarians  | Elizabeth Simmons                                      | <a href="mailto:ESimmons@mdek12.org">ESimmons@mdek12.org</a>   |
| Literacy  | Dr. Michelle Nowell                                    | <a href="mailto:mnowell@mdek12.org">mnowell@mdek12.org</a>   |
| MSIS  | Tamala Matthews (Helpdesk) or Melissa Banks (Training) | <a href="mailto:Tmatthews@mdek12.org">Tmatthews@mdek12.org</a><br><a href="mailto:mebanks@mdek12.org">mebanks@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 2024-25

| 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 (June)  |
| 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                       | Training resource: <a href="https://studentprivacy.ed.gov/training/ferpa-101-local-education-agencies">https://studentprivacy.ed.gov/training/ferpa-101-local-education-agencies</a> |
| Grade 12 SREB/Essentials for College Literacy and/or Essentials for College Mathematics Trainings | Grade 12 ELA and Math teachers who have never attended training and do NOT have a 929/930 BUT will be teaching the course in the 2024-2025 school year and beyond | SBE Rule Chapter 28, 28.6                               | Annually (every July)  |
| Professional Growth System Combined Rubric Training   | Educator Observers  | Accountability Standards – Process Standard 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, but Superintendent assurances required annually.  |

# 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 School Safety Manual
- Mississippi Statewide Literacy Professional Development (AIM Pathways)
- Science of Reading in the HQIM Classroom – Four-Part Series



# JULY/AUGUST

| ACCOUNTABILITY  |   |
|---|---|
| Focus Tasks   | MDE Related Supports/Professional Learning Topics   |
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Provide the Office of District and School Performance (ODSP) with the names of new accountability directors</li> <li><input type="checkbox"/> Update ACT data in legacy MSIS (see MSIS section for more details)</li> <li><input type="checkbox"/> Verify Senior Snapshot data</li> <li><input type="checkbox"/> Review preliminary accountability results</li> </ul> | <p>The Office of District and School Performance (ODSP) offers several on-site/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>▪ Introduction to the Mississippi Statewide Accountability System</li> <li>▪ English Learner (EL) Accountability Training</li> <li>▪ High School Accountability Training</li> </ul> <p>Also offered on the webpage ( <a href="http://mdek12.org/OA/ODSP">mdek12.org/OA/ODSP</a> ) are several document links for both district-level and school-level stakeholders. The current list of resource links includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>▪ School-Level Student Monitoring Instrument (700 point)</li> <li>▪ School-Level Student Monitoring Instrument (1000 point)</li> </ul> <p>Graduation Rate Guidance Documents</p> |

| 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 NWEA Nextera (ELA, Math) and for MAAP-A (alternate assessment)</li> <li><input type="checkbox"/> <b>LBPA:</b> Administer Kindergarten Readiness Assessment (Dates TBD) and K-3 Screeners               <ul style="list-style-type: none"> <li>o MDE will notify districts when contract is finalized</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 2024 Junior administration from <a href="https://success.act.org">success.act.org</a> if not completed in June 2024. Provide MDE with names of any new DTCs for the 2024-2025 school year.</li> <li><input type="checkbox"/> <b>NAEP:</b> Schools selected for NAEP 2025 field test and Long-Term Trend will be notified; NAEP State Coordinator will contact the districts in July - August. School technology surveys to be completed by District Technology Directors/Coordinators by August 15<sup>th</sup>. Schools selected for international testing, PISA 2025, will be notified.</li> </ul> | <ul style="list-style-type: none"> <li>▪ Attend Kindergarten Readiness training (TBD)               <ul style="list-style-type: none"> <li>• MDE will notify districts when training is available</li> </ul> </li> <li>▪ TBD – Science and History:</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 Link: <a href="https://act.org/mississippi">Mississippi (act.org)</a></li> <li>▪ Accommodations and/or EL Supports: <a href="https://act.org/submitting-an-initial-request">Submitting an Initial Request (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 web page: <a href="https://mdek12.org/ESE/Dropout-Prevention">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"/> 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 2024-2025</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 Chandrea Walker Everett <a href="mailto:cswalker@mdek12.org">cswalker@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 Chandrea Walker Everett <a href="mailto:cswalker@mdek12.org">cswalker@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</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 (due in MSIS by September 30)</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/State Invested Pre-K leads to review monitoring documents, rate of readiness, Kindergarten Readiness, continuation application, coaching components, and CLASS policy as applicable</li> <li><input type="checkbox"/> Review Brigance III Developmental Screener with Early Learning Collaborative/State Invested Pre-K 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/State Invested Pre-K 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/State Invested Pre-K 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 assessment tool testing window</li> <li><input type="checkbox"/> Attend Early Childhood Online Boot Camp (as applicable)</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 assessment tool 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</i></li> <li><input type="checkbox"/> Collaborate and communicate with community Head Start and early learning entities</li> <li><input type="checkbox"/> Attend Early Childhood Online Boot Camp (as applicable)</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 Screen III</li> <li>▪ Introduction to Building Blocks</li> <li>▪ Early Childhood Leadership Training</li> <li>▪ Introduction to CLASS</li> <li>▪ MS Beginnings/Smart Start</li> </ul> <p>Online early childhood trainings can be accessed at <a href="http://mdek12.org/EC/Professional-Development">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="http://gsmu.mdek12.org/Public/Course/Browse">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="#">Family Engagement Calendar</a></li> <li><a href="#">Family Enrichment Activities/Splash Pages</a></li> </ul> |

## ENGLISH LEARNER INSTRUCTION

| Focus Tasks  | MDE Related Supports/Professional Learning Topics   |
|--|---|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>REQUIRED:</b> Develop language Service Plans (LSP)</li> <li><input type="checkbox"/> <b>REQUIRED:</b> Meet with Student Evaluation Team (SET) to discuss goals and plan for serving the EL student</li> <li><input type="checkbox"/> Review English Language Proficiency Test (ELPT) data on all EL students who were tested the previous academic year (include data from other states)</li> <li><input type="checkbox"/> Ensure all general education, EL, and special education teachers who support EL students are trained on (at a minimum) best practices and accommodations and modifications</li> <li><input type="checkbox"/> Begin EL services</li> <li><input type="checkbox"/> Review all EL data points to determine if any EL students should receive Tier II or Tier III interventions</li> </ul> | <ul style="list-style-type: none"> <li>▪ <a href="#">Writing a Language Service Plan</a> recorded webinar</li> <li>▪ See <a href="#">EL Guidelines: Regulations, Funding Guidance, and Instructional Supports</a> for information on understanding the ELPT reports/data</li> <li>▪ <a href="#">A Beginner’s Guide to Classroom Supports for English Learners</a> recorded webinar</li> <li>▪ <a href="#">Good Cause Exemption Documentation Webinar</a> (updated February 2024)</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, 270 minutes are recommended (2024 – 2025)</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 30 days before classes begin:</b> Complete Annual Agreement for Child Nutrition Programs in online system, MARS</li> <li><input type="checkbox"/> Conduct Direct Certification (SNAP eligible students) matches, files updated weekly</li> <li><input type="checkbox"/> June 30/July 1: Deadline for electing to participate in the Community Eligibility Program</li> </ul> | <ul style="list-style-type: none"> <li>▪ <a href="https://mdek12.org/OHS/HS/health-services---school-based-administrative-claiming">mdek12.org/OHS/HS/health-services---school-based-administrative-claiming</a></li> <li>▪ <a href="https://mdek12.org/sites/default/files/documents/OHS/Home/tools-that-work---your-guide-to-success-for-building-a-healthy-school-20150710.pdf">mdek12.org/sites/default/files/documents/OHS/Home/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 (Note: For the 24/25SY, the Intervention Report will not be available in MSIS until late September. Therefore, please schedule meetings as required and keep local documentation of the meetings. Once the functionality is available in MSIS, districts can upload the necessary 20-day student data.)</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> <li><input type="checkbox"/> Begin plan and schedule for screening ALL first grade students using one of the state approved dyslexia screeners</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">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</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"/> Literacy Coaches deployed to assigned schools; District Commitment Letter Due</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 30:</b> Enter Good Cause Exemptions into legacy MSIS (see MSIS section for more details)</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: Per state law, parents must receive written notification of a substantial deficit in reading within ten (10) business days of administering the BOY screener.</b></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>▪ Literacy Coach Training (internal staff only)</li> <li>▪ Literacy Support School Assignments<br/><a href="http://mdek12.org/Literacy">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 July 24 (in legacy MSIS):</b> ACT &amp; WorkKeys (Modules &gt; Student &gt; Data Entry &gt; ACT Update)</li> <li><input type="checkbox"/> <b>REQUIRED by August 31 (in legacy MSIS):</b> Enter Good Cause Exemptions (Modules &gt; Student &gt; Data Entry &gt; Good Cause Exemption)</li> <li><input type="checkbox"/> Complete MSIS Security Listing check by reviewing all MSIS user permissions and changing or removing permissions as needed</li> <li><input type="checkbox"/> Complete Monthly Data Review: MSIS IDs &amp; Ownership, Non-Public Student Entry, LEA &amp; School Demographics</li> <li><input type="checkbox"/> Begin updating District personnel data (Public, Special, and Non-Public) in personnel vendor package or via File Upload in the new MSIS</li> <li><input type="checkbox"/> Review the Data Quality Dashboard for data errors and correct data in the appropriate source</li> </ul> | <ul style="list-style-type: none"> <li>▪ <a href="#">24/25 Annual Reporting Calendar</a></li> <li>▪ To complete the 23-24SY data, four data collections will be completed in the legacy system:               <ul style="list-style-type: none"> <li>▪ ACT/WorkKeys updates (due July 24)</li> <li>▪ Good Cause Exemptions (due August 30)</li> <li>▪ Summer School File (SSD) submission (due September 10)</li> <li>▪ Promotions, Graduates, Completions updates (due September 30)</li> </ul> </li> <li>▪ All other data collections will occur in the new MSIS system.</li> <li>▪ Training:               <ul style="list-style-type: none"> <li>▪ <a href="#">MSIS Events page</a> for upcoming events</li> <li>▪ <a href="#">MSIS Resources page</a> for guides, manual, or videos and recordings</li> <li>▪ Email training requests to <a href="mailto:msis2@mdek12.org">msis2@mdek12.org</a></li> </ul> </li> <li>▪ Help Desk Support:               <ul style="list-style-type: none"> <li>▪ Send requests for MSIS support to <a href="mailto:mdeapps@mdek12.org">mdeapps@mdek12.org</a></li> </ul> </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> <li><input type="checkbox"/> Review/Update/Approve Annual District and School Emergency Operation Plans</li> </ul> | <ul style="list-style-type: none"> <li>▪ <a href="https://mdek12.org/OSOS/Home">mdek12.org/OSOS/Home</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"/> Upload budget certification form to SharePoint</li> <li><input type="checkbox"/> Upload original budget FY2025 (combined &amp; combining-signed)</li> <li><input type="checkbox"/> Submit final count of EEF procurement cards required for FY2025</li> </ul> |   |

## SCHOOL IMPROVEMENT

| Focus Tasks   | MDE Related Supports/Professional Learning Topics  |
|---|--|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Verify required 2023-2024 MCAPS uploads for identified schools and community engagement councils (CEC) into LEA document library have been completed</li> <li><input type="checkbox"/> Complete request for funds FY22, FY23, and/or FY24 (<i>1003 grant funds reimbursement</i>)</li> <li><input type="checkbox"/> Review school improvement budget to assess expenditures and the need to obligate funds expiring in December of the current year</li> <li><input type="checkbox"/> Obligate FY22 and FY23 funds by September 30, 2024</li> </ul> | <ul style="list-style-type: none"> <li>▪ Technical assistance as requested from schools/districts</li> <li>▪ Virtual comprehensive support and improvement (CSI) touchpoint with CSI Low 5% 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 Ma’Kesha Adams at HYPERLINK "mailto:tjohnson@mdek12.org" <a href="mailto:madams@mdek12.org">madams@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 FFY24/FY25 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 FFY22/FY23 IDEA grant expenditures and revise funding applications in MCAPS if necessary; <b>All FFY22/FY23 IDEA Part B 611 and Preschool 619 funds must be obligated by September 30, 2024, and expended/requested by December 2024</b> (Revision does not require board approval unless it is a local district policy)</li> <li><input type="checkbox"/> Check FFY23/FY24 IDEA grant expenditures and revise funding applications in MCAPS if necessary; <b>All FFY23/FY24 IDEA Part B 611 and Preschool 619 funds must be obligated by September 30, 2025, and expended/requested by December 2025</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. Requests made on July 12<sup>th</sup>, will need to be marked as “Fiscal Information As Of” June 30 or before to ensure proper closeout of FY24 activity. Requests made August 12<sup>th</sup>, will need to be marked as “Fiscal Information As Of” July 30<sup>th</sup> to capture FY25 activity.</li> </ul> | <ul style="list-style-type: none"> <li>▪ Policies and Procedures located at <a href="http://mdek12.org">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://gосignmeup.com">gосignmeup.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> <li>▪ Fiscal Bootcamps for Districts (SPED Directors and Business Managers)</li> </ul> |



- IEP reviews as needed
- Request and check teacher and student schedules; enter the district's student database system (i.e., SAMS)
- Determine schedule for Speech-Language Screenings for K and/or 1st grade
- Complete public notice for Child Find
- Complete Fall Benchmark testing (Universal Screening)
- Check for Reevaluations that are due and complete any new student transfers (In-State and Out of State)
- Complete Child Outcomes Summary (COS) process for Indicator 7 (This process should be completed over the entire school year, with entries being completed for preschool special education students that are newly enrolled, and exits being completed as students approach their sixth birthday) All data should be entered by June 30 for the previous school year.
- Review Part C to B Data in the Special Education Part C to B Report and submit updated data to MSIS via file upload (Note: For the 24-25SY, this will not be available in MSIS until September)
- Complete SCD 1% Justification if your district has more than 1% of its population of students with disabilities identified as having a significant cognitive disability and participating in MAAP-A (the Office of Student Assessment and Office of Special Education will provide data and justification forms)

## TEACHING AND LEADING

| Focus Tasks  | MDE Related Supports/Professional Learning Topics  |
|--|--|
| <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="http://mdek12.org/OTL/OTC/professional-growth-system">mdek12.org/OTL/OTC/professional-growth-system</a></li><li>▪ USSYP applications <a href="http://mdek12.org/OTL/OTC/recognition">mdek12.org/OTL/OTC/recognition</a></li></ul> |



# SEPTEMBER

| ACCOUNTABILITY  |   |
|---|---|
| Focus Tasks   | MDE Related Supports/Professional Learning Topics   |
| <input type="checkbox"/> <b>REQUIRED:</b> Run cohort report in the legacy MSIS for previous 3 years | <p>The Office of District and School Performance (ODSP) offers several on-site/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>▪ Introduction to the Mississippi Statewide Accountability System</li> <li>▪ English Learner (EL) Accountability Training</li> <li>▪ High School Accountability Training</li> </ul> <p>Also offered on the webpage (<a href="http://mdek12.org/OA/ODSP">mdek12.org/OA/ODSP</a>) are several document links for both district-level and school-level stakeholders. The current list of resource links includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>▪ School-Level Student Monitoring Instrument (700 point)</li> <li>▪ School-Level Student Monitoring Instrument (1000 point)</li> <li>▪ Graduation Rate Guidance Documents</li> </ul> |

| ACCREDITATION   |   |
|---|---|
| Focus Tasks   | MDE Related Supports/Professional Learning Topics |
| <input type="checkbox"/> Clear any outstanding accreditation citations on record before recommended statuses are taken to the Commission for final assignment<br><br><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> Fall Registration: enrollment counts for paper materials will be submitted by DTC; English II and Algebra I – NWEA Nextera; Biology and U.S. History – TBD</li> <li><input type="checkbox"/> <b>MAAP:</b> Technology Training for setting up Fall testing computers (NWEA and TBD)</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 for 4x4 block high school SCD students and any retest high school student</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 Pre-K Screener (Dates TBD)</li> <li><input type="checkbox"/> <b>NAEP: Selected School</b> coordinators work with NAEP State Coordinator to prepare for NAEP 2025 Field Test and Long-Term Trend Assessments. Principals designate school test coordinators to register and utilize the AMS data system in preparation for NAEP 2025 testing and my PISA data system in preparation for PISA 2025 testing.</li> </ul> | <ul style="list-style-type: none"> <li>▪ MDE will begin setting up fall information for DTCs; Fall training will take place</li> <li>▪ TBD– Science and History:</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 <u>by</u> 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="http://attendanceworks.org/">attendanceworks.org/</a></li> <li>▪ <a href="http://mdek12.org/OCSA/HS">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"/> 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 Chandrea Walker Everett <a href="mailto:cswalker@mdek12.org">cswalker@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>September 30:</b> Upload CTE placement data into MSIS (Data Entry Download, File Upload)</li> <li><input type="checkbox"/> Mark CTE student indicators in local student package (indicators will be transmitted nightly from the student package to MSIS for Month 1 student rosters)</li> <li><input type="checkbox"/> CTE end-of-course assessment training</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 Courtney McCubbins <a href="mailto:courtney.mccubbins@rcu.msstate.edu">courtney.mccubbins@rcu.msstate.edu</a> for information on the End-of-course assessment training</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/State Invested Pre-K 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/State Invested Pre-K classrooms to ensure assessment is provided within the timeline</li> <li><input type="checkbox"/> <b>REQUIRED:</b> Conduct face-to-face Brigance III Screeners</li> <li><input type="checkbox"/> Continue early childhood coaching</li> <li><input type="checkbox"/> <b>REQUIRED:</b> Early Learning Collaborative/State Invested Pre-K 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>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>▪ 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="http://gsmu.mdek12.org/Public/Course/Browse">gsmu.mdek12.org/Public/Course/Browse</a></p> |

All Pre-Kindergarten Sites in Schools

- REQUIRED:** Fall face-to-face assessment tool testing window
- Review *Early Learning Guidelines for Classrooms Serving 3 - and 4-Year-Old Children*
- Review *Early Learning Standards for Classrooms Serving Infants through 4-Year-Old Children*
- Conduct hearing, vision, and developmental screenings
- REQUIRED:** Submit Assurances [Forms](#) for *Early Learning Guidelines*  
Conduct Administrator Pre-K [Observation Checklist](#)
- Collaborate and communicate with community Head Start and early learning entities
- REQUIRED:** Conduct parent-teacher conferences either in-person, by phone or virtually

## ENGLISH LEARNER INSTRUCTION

| Focus Tasks  | MDE Related Supports/Professional Learning Topics   |
|--|---|
| <ul style="list-style-type: none"><li><input type="checkbox"/> Continue EL services.</li><li><input type="checkbox"/> Conduct EL quarterly SET Meetings for Term 2</li><li><input type="checkbox"/> Utilize all data to determine if any additional supports are needed (such as MTSS)</li></ul> | <ul style="list-style-type: none"><li>▪ Culturally and Linguistically Responsive Practices</li><li>▪ EL Data Review</li></ul> |

## 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 appropriate student indicators (i.e., EL, Immigrant, Homeless, Migrant, neglected and delinquent) are assigned to students in local student package (indicators will be transmitted nightly from the student package to MSIS for Month 1 student rosters) (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) student schedules should be updated in local student data packages (student and teacher schedules will be transmitted nightly from the student package 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 Direct Certification (SNAP eligible students) matches, files updated weekly</li> </ul> | <ul style="list-style-type: none"> <li>▪ <a href="https://mdek12.org/OHS/HS/health-services---school-based-administrative-claiming">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. (Note: For the 24/25SY, the Intervention Report will not be available in MSIS until late September. Therefore, please schedule meetings as required and keep local documentation of the meetings. Once the functionality is available in MSIS, districts can upload the necessary 20-day student data.)</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> <li><input type="checkbox"/> Finalize schedule for screening ALL first grade students using one of the state approved screeners for dyslexia</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> |

## LIBRARIES/LIBRARIANS

| Focus Tasks   | MDE Related Supports/Professional Learning Topics  |
|---|--|
| <input type="checkbox"/> <b>REQUIRED:</b> Conduct informal observation with required face-to-face feedback conversation regarding goals | <b>School Library Guide 6.5</b> <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 Literacy 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"/> <b>REQUIRED by September 10 (in legacy MSIS):</b> Summer School Files</li><li><input type="checkbox"/> <b>REQUIRED by September 30 (in legacy MSIS):</b> Any adjustments to graduate/completers and promotions must be entered in the Update Student Grades screen (Modules &gt; Students &gt; Update Student Grades)</li><li><input type="checkbox"/> <b>REQUIRED by September 30:</b> CTE Placement (Data Entry Download, File Upload)</li><li><input type="checkbox"/> <b>REQUIRED by September 30:</b> Special Education Post-Secondary Outcomes (Data Entry Download, File Upload)</li><li><input type="checkbox"/> <b>REQUIRED by September 30:</b> Update District personnel data (Public, Special, and Non-Public) in personnel vendor package or via File Upload in MSIS</li><li><input type="checkbox"/> Monthly Data Review: MSIS IDs &amp; Ownership, Non-Public Student Entry, Special Education including Part C to B, CTE, Federal Programs, LEA &amp; School Demographics in MSIS</li><li><input type="checkbox"/> Review the Data Quality Dashboard for data errors and correct data in the appropriate source</li></ul> | <ul style="list-style-type: none"><li>▪ <a href="#">24/25 Annual Reporting Calendar</a></li><li>▪ To complete the 23-24SY data, four data collections will be completed in the legacy system:<ul style="list-style-type: none"><li>○ ACT/WorkKeys updates (due July 24)</li><li>○ Good Cause Exemptions (due August 30)</li><li>○ Summer School File (SSD) submission (due September 10)</li><li>○ Promotions, Graduates, Completions updates (due September 30)</li><li>○ All other data collections will occur in the new MSIS system.</li></ul></li><li>▪ Training:<ul style="list-style-type: none"><li>○ <a href="#">MSIS Events page</a> for upcoming events</li><li>○ <a href="#">MSIS Resources page</a> for guides, manual, or videos and recordings</li><li>○ Email requests for training to <a href="mailto:msis2@mdek12.org">msis2@mdek12.org</a></li></ul></li><li>▪ Help Desk Support:<br/>Send requests for MSIS support to <a href="mailto:mdeapps@mdek12.org">mdeapps@mdek12.org</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://mdek12.org/OSOS/Home">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 FY22 and FY23 funds by September 30, 2024</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"/> <b>Tentative:</b> Release of school improvement identifications based on 2024-2025 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> </ul> | <ul style="list-style-type: none"> <li>▪ For information on Military Star School Program <a href="http://mdek12.org/MilitaryStarSchool">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> </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 FFY22/FY23 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 FFY23/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 12:</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> </ul> | <ul style="list-style-type: none"> <li>▪ Policies and Procedures located at <a href="http://mdek12.org">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>▪ MS CEC</li> <li>▪ Special Education Directors' Quarterly meeting</li> <li>▪ Virtual Office Hours</li> </ul> |

- Complete Educational Interpreter request for funds
- Send Teacher by Students MSIS lists to teachers for corrections and additions for December 1 Child Count
- September 30: Deadline to submit ESY Request for Reimbursement
- Complete Educable Child applications and upload into SharePoint by September 15 (residential placements)
- REQUIRED by September 22:** Upload Educable Child Reimbursement Request Forms from July 15 – September 15 (First Pay Period) in SharePoint
- Provide Post-Secondary Outcomes (Indicator 14) in MSIS via File Upload (see MSIS section for more information)
- Review Part C to B data in MSIS (Part C to B Report) and submit any changes or updates to the information via File Upload see MSIS section for more information)
- 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)
- Indicators 11, 12, and 13 opportunities for clarification

## TEACHING AND LEADING

| Focus Tasks   | MDE Related Supports/Professional Learning Topics  |
|---|--|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Finalize educators' license upgrades in advance of district October 1 deadline</li> <li><input type="checkbox"/> Monthly mentoring and induction program meeting</li> <li><input type="checkbox"/> Report teacher vacancies to the MDE</li> <li><input type="checkbox"/> Ensure all educator observers have completed an MDE-approved Professional Growth System (PGS) and begin informal observations</li> <li><input type="checkbox"/> The United States Senate Youth Program (USSYP) Applications Due</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="http://mdek12.org/OTL/OTC/professional-growth-system">mdek12.org/OTL/OTC/professional-growth-system</a></li> <li>▪ School and District Administrators may request virtual and face-to-face professional development trainings by PGS standard, content area, and grade level at <a href="http://mdek12.org/OPD/RPD">mdek12.org/OPD/RPD</a></li> </ul> |



# OCTOBER

## ACCOUNTABILITY

### Focus Tasks

- October 27: Deadline to make any changes to student data in legacy MSIS from the prior academic year; cohort data should be verified prior to the deadline
- REQUIRED:** Run cohort report in legacy MSIS for current year and previous 3 years

### MDE Related Supports/Professional Learning Topics

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

- Introduction to the Mississippi Statewide Accountability System
- English Learner (EL) Accountability Training
- High School Accountability Training

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

- School-Level Student Monitoring Instrument (700 point)
- School-Level Student Monitoring Instrument (1000 point)
- Graduation Rate Guidance Documents

The ODSP will also offer virtual meeting spaces for school and district leaders:

- Bimonthly Support Webinars
- Weekly Virtual Office Hours
- All times and access information will be listed under the Resources tab on the ODSP page ([mdek12.org/OA/ODSP](http://mdek12.org/OA/ODSP)).



## 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 TBD vendor: 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: 2025</b> information is rolled over in ACT NOW.             <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> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>▪ TBD – Science and History:</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 – Mississippi Link: <a href="http://Mississippi.act.org">Mississippi (act.org)</a></li> <li>▪ Accommodations and/or EL Supports: <a href="http://Submitting an Initial Request (act.org)">Submitting an Initial Request (act.org)</a></li> </ul> |

- Begin requesting ACT authorized accommodations through ACT’s Test Accessibility and Accommodations System; Training will be held for ACT accommodation on TBD.
- MDE Test Security:** You may complete and upload District and School test security plans at any time. Plans must be uploaded in Caveon Core by January 17, 2025; Any Addendum needed to supplement the Test Security Plan for Fall EOC must be turned in by October 4, 2024. More information will be provided to the DTCs.
- NAEP: Long Term Trend – Age 13 Selected schools:** October 7, 2024 – December 13, 2024; NAEP State Coordinator assist School coordinators with updating the AMS in preparation for NAEP or myPISA system for PISA assessments.

## 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 2025-2026 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>▪ Chandra Walker Everett at <a href="mailto:cswalker@mdek12.org">cswalker@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 2025-2026 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> </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 reports</li> <li><input type="checkbox"/> Complete Perkins equipment plan in Lotus Notes and begin purchasing once the plan is approved</li> </ul> | <p>Please contact the CTE office at 601-359-3974 or email DeSonya Andrews at <a href="mailto:dandrews@mdek12.org">dandrews@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/State Invested Pre-K leads to review monitoring documents, rate of readiness, Kindergarten Readiness, continuation application, coaching components, and CLASS policy as applicable</li> <li><input type="checkbox"/> Review Brigance III Developmental Screener with Early Learning Collaborative/State Invested Pre-K classrooms to ensure assessment is provided within the timeline</li> <li><input type="checkbox"/> <b>REQUIRED:</b> Conduct face-to-face Brigance III Screeners in all pre-kindergarten classrooms</li> <li><input type="checkbox"/> Continue early childhood coaching</li> <li><input type="checkbox"/> <b>REQUIRED:</b> Early Learning Collaborative/State Invested Pre-kindergarten submission of final classroom daily schedule and/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 Assurances</i> <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> </ul> <p>Online early childhood trainings can be accessed at <a href="http://mdek12.org/EC/Professional-Development">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="http://gsmu.mdek12.org/Public/Course/Browse">gsmu.mdek12.org/Public/Course/Browse</a></p> |

## ENGLISH LEARNER INSTRUCTION

| Focus Tasks   | MDE Related Supports/Professional Learning Topics   |
|---|---|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Continue EL services.</li> <li><input type="checkbox"/> Review all EL data points to determine if any EL students should receive Tier II or Tier III interventions</li> <li><input type="checkbox"/> Conduct EL quarterly meetings</li> </ul> | <ul style="list-style-type: none"> <li>▪ EL language service plan review</li> <li>▪ Strategies for increasing vocabulary and oral language for ELs</li> </ul> |

## 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 appropriate student indicators (i.e., EL, Immigrant, Homeless, Migrant, neglected and delinquent) are assigned to students in local student package (indicators will be transmitted nightly from the student package to MSIS for Month 1 student rosters) (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 (Gifted Education Program) student schedules should be updated in local student data packages (student and teacher schedules will be transmitted nightly from the student package 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> submit CN monthly claim for reimbursement</li><li><input type="checkbox"/> <b>REQUIRED by October 30:</b> Complete the District Sex-Related Education survey for SY 2024-2025</li><li><input type="checkbox"/> Conduct Direct Certification (SNAP eligible students) matches, files updated weekly</li></ul> | SRE Survey Link will be sent via email October 1  |

## INTERVENTION

| Focus Tasks  | MDE Related Supports/Professional Learning Topics  |
|--|--|
| <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 18:</b> Screen ALL first-grade students for dyslexia utilizing one of the state-approved dyslexia screeners</li> </ul> | <ul style="list-style-type: none"> <li>▪ Foundational Skills (Phonological Awareness)</li> <li>▪ Content Instruction: Building Reading Skills</li> <li>▪ Dyslexia Screener Guidance and Review</li> <li>▪ Social Emotional Learning (SEL) Standards<br/><a href="https://mdek12.org/sites/default/files/Offices/Secondary%20Ed/sel_standards_final_updated.pdf">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:<br/><a href="https://mdek12.org/OAE/OEER/InterventionServices">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<br/><a href="https://mdek12.org/literacy">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 October 10:</b> Verify Month 01 student data is correct, clear any remaining errors, and certify Month 01 data</li> <li><input type="checkbox"/> <b>REQUIRED by October 15:</b> Submit and certify Financial Data <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"/> <b>Required by October 27:</b> Summer Activity via Data Entry Download and File Upload</li> <li><input type="checkbox"/> <b>REQUIRED by October 31:</b> Update District personnel data (Public, Special, and Non-Public) in personnel vendor package or via File Upload in MSIS</li> <li><input type="checkbox"/> Monthly Data Review: MSIS IDs &amp; Ownership, Non-Public Student Entry, Special Education including Part C to B, CTE, Federal Programs, LEA &amp; School Demographics in MSIS</li> <li><input type="checkbox"/> Review the Data Quality Dashboard and Accreditation Dashboard for data errors and correct data in the appropriate source</li> </ul> | <ul style="list-style-type: none"> <li>• <a href="#">24/25 Annual Reporting Calendar</a></li> <li>• Training:             <ul style="list-style-type: none"> <li>○ <a href="#">MSIS Events page</a> for upcoming events</li> <li>○ <a href="#">MSIS Resources page</a> for guides, manual, or videos and recordings</li> <li>○ Email requests for training to <a href="mailto:msis2@mdek12.org">msis2@mdek12.org</a></li> </ul> </li> <li>• Help Desk Support:             <ul style="list-style-type: none"> <li>○ Send requests for MSIS support to <a href="mailto:mdeapps@mdek12.org">mdeapps@mdek12.org</a></li> </ul> </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 data-bbox="1077 245 1377 272"><a href="https://mdek12.org/OSOS/Home">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 FY2024 (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"/> 2024-25 training for schools on implementation requirements for CSI, TSI, and ATSI</li> <li><input type="checkbox"/> Identified schools update to local school board<br/><b>(Begins for identified CSI and ATSI schools)</b></li> <li><input type="checkbox"/> 2024-2025 school improvement monitoring cycle begins for schools that received FY24 1003 funds.</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 2025-2026 school year.</li> <li><input type="checkbox"/> Consider student nominations for Presidential Scholar program</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 Limeul Eubanks at <a href="mailto:leubanks@mdek12.org">leubanks@mdek12.org</a></li> <li>▪ For more information contact Ma’Kesha Adams at <a href="mailto:madams@mdek12.org">madams@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"/> Special Education Reports in preparation for December 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 14:</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> <li><input type="checkbox"/> 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"/> Review Part C to B data in MSIS (Part C to B Report) and submit any changes or updates to the information via File Upload see MSIS section for more information)</li> <li><input type="checkbox"/> Review Special Education Dashboard and Reports in MSIS and make any necessary updates/corrections to the data prior to December Child Count certification</li> </ul> | <ul style="list-style-type: none"> <li>▪ Policies and Procedures located at <a href="http://mdek12.org">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://gosignmeup.com">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> |

## 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"/> United States Senate Youth Program (USSYP) National Exam</li></ul> | <ul style="list-style-type: none"><li>▪ Mississippi Administrator and Teacher of the Year applications <a href="http://mdek12.org/OTL/OTC/recognition">mdek12.org/OTL/OTC/recognition</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 Office of District and School Performance (ODSP) offers several on-site/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>▪ Introduction to the Mississippi Statewide Accountability System</li> <li>▪ English Learner (EL) Accountability Training</li> <li>▪ High School Accountability Training</li> </ul> <p>Also offered on the webpage ( <a href="https://mdek12.org/OA/ODSP">https://mdek12.org/OA/ODSP</a> ) are several document links for both district-level and school-level stakeholders. The current list of resource links includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>▪ School-Level Student Monitoring Instrument (700 point)</li> <li>▪ School-Level Student Monitoring Instrument (1000 point)</li> <li>▪ Graduation Rate Guidance Documents</li> </ul> <p>The ODSP will also offer virtual meeting spaces for school and district leaders:</p> <ul style="list-style-type: none"> <li>▪ Bimonthly Support Webinars</li> <li>▪ Weekly Virtual Office Hours</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">mdek12.org/OA/ODSP</a> ).</p> |

## 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 TBD: 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 (December 2 – December 20); NWEA and TBD             <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> Fall Re-Test Window – December 2 – December 18; 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 (TBD)</li> <li><input type="checkbox"/> <b>ELPT:</b> ELPT Training Invitation (Tentative)</li> <li><input type="checkbox"/> <b>ACT:</b> <ul style="list-style-type: none"> <li><b>ACT Webinar – Accommodation Training</b> – TBD by ACT</li> <li><b>ACT Now portal opens for ACT administrative tasks:</b> <ul style="list-style-type: none"> <li>○ Manage Participation for ACT (Select Dates for Testing on TBD)</li> <li>○ Attend test administration and accommodations Q &amp; A webinar on TBD</li> <li>○ Continue requesting ACT authorized accommodations through ACT's Test Accessibility and Accommodations System</li> <li>○ Complete online site readiness tasks if interested in online testing</li> </ul> </li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>▪ TBD – Science and History:</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 Link: <a href="http://Mississippi.act.org">Mississippi (act.org)</a></li> <li>▪ Accommodations and/or EL Supports: <a href="http://Submitting an Initial Request (act.org)">Submitting an Initial Request (act.org)</a></li> </ul> |

|   |  |
|---|--|
| <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.)</li> <li><input type="checkbox"/> <b>NAEP: Long Term Trend – Age 13 Selected schools:</b> October 7, 2024 – December 13, 2024</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"/> Individual Student Success Plans (ISP) (<i>Ongoing</i>)</li> </ul> | <ul style="list-style-type: none"> <li>▪ For more information contact Chandrea Walker Everett at <a href="mailto:cswalker@mdek12.org">cswalker@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 reports</li> <li><input type="checkbox"/> Continue Perkins equipment and other costs purchases and submit reimbursement requests by established deadlines</li> <li><input type="checkbox"/> Review CTE District Summary Report Data for the previous school year and complete improvement plans as required</li> <li><input type="checkbox"/> Begin collecting student interest data and labor market data to assist in determining new and conversion CTE programs for the next school year</li> </ul> | <ul style="list-style-type: none"> <li>▪ Please contact the CTE office at 601-359-3974 or email DeSonya Andrews at <a href="mailto:dandrews@mdek12.org">dandrews@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 Brett Robinson at <a href="mailto:brobenson@mdek12.org">brobenson@mdek12.org</a></li> </ul> |

## EARLY CHILDHOOD

| Focus Tasks   | MDE Related Supports/Professional Learning Topics   |
|---|---|
| <p>Early Learning Collaborative Sites/ State Invested Pre-K</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Meet with Early Learning Collaborative/ State Invested Pre-K 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/State Invested Pre-K 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>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> </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>▪ Family Engagement</li> </ul> <p>Online early childhood trainings can be accessed at <a href="http://mdek12.org/EC/Professional-Development">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="http://gsmu.mdek12.org/Public/Course/Browse">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"/> <a href="#">Administrator Pre-K Informal Observation Checklist</a></li> </ul> <p>Collaborate and communicate with community Head Start and early learning entities</p> |  |
|--|--|

## ENGLISH LEARNER INSTRUCTION

| Focus Tasks   | MDE Related Supports/Professional Learning Topics  |
|---|--|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Continue EL services.</li> <li><input type="checkbox"/> Review all EL data points to determine if any EL students should receive Tier II or Tier III interventions</li> </ul> | <ul style="list-style-type: none"> <li>▪ EL file review</li> <li>▪ Determine if testing or classroom accommodations need adjustment on language service plans</li> <li>▪ EL classroom walkthrough and leadership training debrief</li> </ul> |

## 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 appropriate student indicators (i.e., EL, Immigrant, Homeless, Migrant, neglected and delinquent) are assigned to students in local student package (indicators will be transmitted nightly from the student package to MSIS for Month 2 student rosters) (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 (Gifted Education Program) student schedules should be updated in local student data packages (student and teacher schedules will be transmitted nightly from the student package to MSIS)</li> <li><input type="checkbox"/> Begin universal screening</li> <li><input type="checkbox"/> Scheduled GEP Monitoring begins (<b><i>Monitoring for SY 2024-2025 academic year will be conducted onsite.</i></b>)</li> </ul> | <p>GEP Monitoring Visit Protocol</p>              |

## 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 Direct Certification (SNAP eligible students) matches, files updated weekly</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>▪ 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://mdek12.org/OAE/2019-Access-for-All-Guide">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="#">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> Verify Month 02 student data is correct, clear any remaining errors, and certify Month 02 data</li> <li><input type="checkbox"/> <b>REQUIRED by November 10:</b> Incoming Kindergarten Students</li> <li><input type="checkbox"/> <b>REQUIRED by November 30:</b> Update District personnel data (Public, Special, and Non-Public) in personnel vendor package or via File Upload in MSIS</li> <li><input type="checkbox"/> Monthly Data Review: MSIS IDs &amp; Ownership, Non-Public Student Entry, Special Education including Part C to B, CTE, Federal Programs, LEA &amp; School Demographics in MSIS</li> <li><input type="checkbox"/> Review the Data Quality Dashboard and Accreditation Dashboard for data errors and correct data in the appropriate source</li> </ul> | <ul style="list-style-type: none"> <li>▪ <a href="#">24/25 Annual Reporting Calendar</a></li> <li>▪ Training:               <ul style="list-style-type: none"> <li>○ <a href="#">MSIS Events page</a> for upcoming events</li> <li>○ <a href="#">MSIS Resources page</a> for guides, manual, or videos and recordings</li> <li>○ Email requests for training to <a href="mailto:msis2@mdek12.org">msis2@mdek12.org</a></li> </ul> </li> <li>▪ Help Desk Support:<br/>Send requests for MSIS support to <a href="mailto:mdeapps@mdek12.org">mdeapps@mdek12.org</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://mdek12.org/OSOS/Home">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> )<br><input type="checkbox"/> Annual interview for CSI school district teams<br><input type="checkbox"/> Identified schools (CSI & ATSI) update to local school board | <ul style="list-style-type: none"> <li>▪ Technical assistance as requested from schools/districts</li> <li>▪ Annual school improvement convening</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 | <ul style="list-style-type: none"> <li>▪ Contact Mandy Hackman at <a href="mailto:ahackman@mdek12.org">ahackman@mdek12.org</a> on the MDE Reimbursement for Accelerated programs</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"/> Continue verification/correction process of teacher/student schedule conflicts in preparation for Month 03 student certification in MSIS on December 6</li> <li><input type="checkbox"/> Review Special Education Dashboard and Reports in MSIS and make any necessary updates/corrections to the data prior to December Child Count certification</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> </ul> | <ul style="list-style-type: none"> <li>▪ Policies and Procedures located at <a href="http://mdek12.org">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://gосignmeup.com">gосignmeup.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) Combined Training 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="http://mdek12.org/OTL/OTC/professional-growth-system">mdek12.org/OTL/OTC/professional-growth-system</a></li><li>▪ School and District Administrators may request virtual and face-to-face professional development trainings by PGS standard, content area, and grade level at <a href="http://mdek12.org/OPD/RPD">mdek12.org/OPD/RPD</a></li></ul> |



# DECEMBER

## 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 Office of District and School Performance (ODSP) offers several on-site/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>▪ Introduction to the Mississippi Statewide Accountability System</li> <li>▪ English Learner (EL) Accountability Training</li> <li>▪ High School Accountability Training</li> </ul> <p>Also offered on the webpage (<a href="http://mdek12.org/OA/ODSP">mdek12.org/OA/ODSP</a>) are several document links for both district-level and school-level stakeholders. The current list of resource links includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>▪ School-Level Student Monitoring Instrument (700 point)</li> <li>▪ School-Level Student Monitoring Instrument (1000 point)</li> <li>▪ Graduation Rate Guidance Documents</li> </ul> <p>The ODSP will also offer virtual meeting spaces for school and district leaders:</p> <ul style="list-style-type: none"> <li>▪ Bimonthly Support Webinars</li> <li>▪ Weekly Virtual Office Hours</li> </ul> <p>All times and access information will be listed under the Resources tab on the ODSP page (<a href="http://mdek12.org/OA/ODSP">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 (Applicable only to Districts assigned an annual accreditation status of PROBATION or WITHDRAWN by the Commission on School Accreditation)</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 (December 2 – December 20, 2024)</li> <li><input type="checkbox"/> <b>MAAP-A:</b> Fall Re-Test Window – December 2 – December 18, 2024; 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 (tentative)             <ul style="list-style-type: none"> <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 (TBD)</li> <li><input type="checkbox"/> <b>ACT:</b> <ul style="list-style-type: none"> <li>○ <b>ACT Webinar – Pre Admin</b> Training –TBD by ACT</li> <li>○ Request ACT authorized accommodations through ACT's Test Accessibility and Accommodations System (Requests end TBD for spring 2025 testing)</li> </ul> </li> <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: Long Term Trend – Age 13 Selected schools:</b> October 7, 2024 – December 13, 2024</li> </ul> | <ul style="list-style-type: none"> <li>▪ TBD – Science and History:</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 – Mississippi Link: <a href="https://act.org/mississippi">Mississippi (act.org)</a></li> <li>▪ Accommodations and/or EL Supports: <a href="https://act.org/submitting-an-initial-request">Submitting an Initial Request (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 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 Chandra Walker Everett at <a href="mailto:cswalker@mdek12.org">cswalker@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 reports</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> </ul> | <ul style="list-style-type: none"> <li>▪ Please contact the CTE office at 601-359-3974 or email DeSonya Andrews at <a href="mailto:dandrews@mdek12.org">dandrews@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 Brett Robinson at <a href="mailto:brobinson@mdek12.org">brobinson@mdek12.org</a></li> </ul> |

## EARLY CHILDHOOD

| Focus Tasks  | MDE Related Supports/Professional Learning Topics  |
|--|--|
| <p>Early Learning Collaborative Sites/State Invested Pre-K (as applicable)</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/State Invested Pre-K leads to review monitoring documents, rate of readiness, Kindergarten Readiness, continuation application, coaching components, and CLASS policy (as applicable)</li> <li><input type="checkbox"/> Review Brigance III Developmental Screener with Early Learning Collaborative/State Invested Pre-Kindergarten 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> <li><input type="checkbox"/> <b>REQUIRED:</b> Submit <i>Early Learning Guidelines Assurances Forms</i></li> </ul> | <ul style="list-style-type: none"> <li>▪ Online early childhood trainings can be accessed at <a href="http://mdek12.org/EC/Professional-Development">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="http://gsmu.mdek12.org/Public/Course/Browse">gsmu.mdek12.org/Public/Course/Browse</a></p> |

|  |  |
|--|--|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>REQUIRED:</b> Conduct mid-year 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> </ul> |  |
|--|--|

## English Learner Instruction

| Focus Tasks   | MDE Related Supports/Professional Learning Topics   |
|---|---|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Continue EL services.</li> <li><input type="checkbox"/> Review all EL data points to determine if any EL students should receive Tier II or Tier III interventions</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> EL file review</li> </ul> |

## 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 appropriate student indicators (i.e., EL, Immigrant, Homeless, Migrant, neglected and delinquent) are assigned to students in local student package (indicators will be transmitted nightly from the student package to MSIS for Month 03 student rosters) (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 2: 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 Direct Certification (SNAP eligible students) matches, files updated weekly</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> <li><input type="checkbox"/> Attend the Mississippi Literacy Association (MLA) Conference</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"/> <b>REQUIRED by December 6:</b> Verify Personnel data is correct, clear any remaining errors, and certify</li> <li><input type="checkbox"/> <b>REQUIRED by December 6:</b> Verify Month 03 student data is correct, clear any remaining errors, and certify Month 03 data</li> <li><input type="checkbox"/> <b>REQUIRED by December 10:</b> Verify Child Count data is correct, clear any remaining errors, and certify Child Count data</li> <li><input type="checkbox"/> Monthly Data Review: MSIS IDs &amp; Ownership, Non-Public Student Entry, Special Education including Part C to B, CTE, Federal Programs, LEA &amp; School Demographics in MSIS</li> <li><input type="checkbox"/> Review the Data Quality Dashboard and Accreditation Dashboard for data errors and correct data in the appropriate source</li> </ul> | <ul style="list-style-type: none"> <li>• <a href="#">24/25 Annual Reporting Calendar</a></li> <li>• Training:             <ul style="list-style-type: none"> <li>○ <a href="#">MSIS Events page</a> for upcoming events</li> <li>○ <a href="#">MSIS Resources page</a> for guides, manual, or videos and recordings</li> <li>○ Email requests for training to <a href="mailto:msis2@mdek12.org">msis2@mdek12.org</a></li> </ul> </li> <li>• Help Desk Support:             <ul style="list-style-type: none"> <li>○ Send requests for MSIS support to <a href="mailto:mdeapps@mdek12.org">mdeapps@mdek12.org</a></li> </ul> </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="http://mdek12.org/OSOS/Home">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"/> By December 6: All districts (public, non-public, and special) should have all personnel data updated 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><input type="checkbox"/> Complete request for funds (<i>1003 grant funds reimbursement</i>) <b>deadline to liquidate FY22 and FY23 1003 funds</b></li> <li><input type="checkbox"/> Identified schools (CSI &amp; ATSI) 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"/> Submission of new, renewal, and addendums for District/School of Innovation Plan</li> </ul> | <ul style="list-style-type: none"> <li>▪ For more information visit <a href="http://mdek12.org/ese/Districts-and-Schools-of-Innovation">mdek12.org/ese/Districts- and-Schools-of-Innovation</a> or contact David Cress at <a href="mailto:districtofinnovation@mdek12.org">districtofinnovation@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"/> 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 6:</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"/> Submit verification form for December 1 count via SharePoint</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"/> Review Part C to B data in MSIS (Part C to B Report) and submit any changes or updates to the information via File Upload see MSIS section for more information)</li> <li><input type="checkbox"/> <b>REQUIRED by December 6:</b> Verify the data in the Special Education Dashboard and Reports in MSIS, make any necessary updates/corrections to the data, and certify Child Count data</li> </ul> | <ul style="list-style-type: none"> <li>▪ Policies and Procedures located at <a href="http://mdek12.org">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://gosignmeup.com">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="http://mdek12.org/OTL/OTC/professional-growth-system">mdek12.org/OTL/OTC/professional-growth-system</a></li> <li>▪ School and District Administrators may request virtual and face-to-face professional development trainings by PGS standard, content area, and grade level at <a href="http://mdek12.org/OPD/RPD">mdek12.org/OPD/RPD</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> Participate in the yearly state adoption webinar</li> <li><input type="checkbox"/> <b>REQUIRED:</b> Create a local adoption committee to evaluate and choose materials based off of the state-adopted instructional materials lists</li> </ul> | <ul style="list-style-type: none"> <li>▪ The Office of Instructional Materials and Library Services will conduct a yearly webinar regarding the latest state-adopted instructional materials and the local adoption committee process</li> </ul> |



# JANUARY

| ACCOUNTABILITY  |  |
|---|--|
| Focus Tasks   | MDE Related Supports/Professional Learning Topics  |
| <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 Office of District and School Performance (ODSP) offers several on-site/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>▪ Introduction to the Mississippi Statewide Accountability System</li> <li>▪ English Learner (EL) Accountability Training</li> <li>▪ High School Accountability Training</li> </ul> <p>Also offered on the webpage (<a href="http://mdek12.org/OA/ODSP">mdek12.org/OA/ODSP</a>) are several document links for both district-level and school-level stakeholders. The current list of resource links includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>▪ School-Level Student Monitoring Instrument (700 point)</li> <li>▪ School-Level Student Monitoring Instrument (1000 point)</li> <li>▪ Graduation Rate Guidance Documents</li> </ul> <p>The ODSP will also offer virtual meeting spaces for school and district leaders:</p> <ul style="list-style-type: none"> <li>▪ Bimonthly Support Webinars</li> <li>▪ Weekly Virtual Office Hours</li> </ul> <p>All times and access information will be listed under the Resources tab on the ODSP page: <a href="http://mdek12.org/OA/ODSP">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 (TBD) <ul style="list-style-type: none"> <li><input type="checkbox"/> Fall EOC (4 x 4) Administration results posted;</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:</b> Technology Webinar for district technology directors (tentative)</li> <li><input type="checkbox"/> <b>LBPA:</b> Finish administering MOY K-3 Screeners (TBD)</li> <li><input type="checkbox"/> <b>Test Security:</b> Final test security plan MUST be posted to MDE by January 17, 2025. This will be the year-long plan from January 2025 to January 2026.</li> <li><input type="checkbox"/> <b>ACT: Post Admin</b> Webinar hosted by ACT – TBD <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> <li><input type="checkbox"/> Request Qualified Exceptions for Accommodations</li> </ul> </li> <li><input type="checkbox"/> <b>NAEP: Long Term Trend – Age 9 - Selected schools:</b> January 6, 2025 – March 14, 2025<br/> <b>Field Test Window – Grades 4, 8, and 12 – Selected Schools</b><br/> January 27, 2025 – March 7, 2025</li> </ul> | <ul style="list-style-type: none"> <li>▪ TBD– Science and History:</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 – Mississippi Link: <a href="http://Mississippi.act.org">Mississippi (act.org)</a></li> <li>▪ Accommodations and/or EL Supports: <a href="http://Submitting an Initial Request (act.org)">Submitting an Initial Request (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"/> Individual Student Success Plan (ISP) - Phase II (<i>Ongoing</i>)</li><li><input type="checkbox"/> Prepare/start Academic Planning and Post-Secondary</li></ul> | <ul style="list-style-type: none"><li>▪ For more information contact Chandrea Walker Everett at <a href="mailto:cswalker@mdek12.org">cswalker@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 reports</li><li><input type="checkbox"/> Continue Perkins equipment and other costs purchases and submit reimbursement requests by established deadline</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></ul> | <ul style="list-style-type: none"><li>▪ Please contact the CTE office at 601-359-3974 or email DeSonya Andrews at <a href="mailto:dandrews@mdek12.org">dandrews@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 Brett Robinson at <a href="mailto:brobinson@mdek12.org">brobinson@mdek12.org</a></li></ul> |

## EARLY CHILDHOOD

| Focus Tasks  | MDE Related Supports/Professional Learning Topics   |
|--|---|
| <p>Early Learning Collaborative Sites/State Invested Pre-K</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Meet with Early Learning Collaborative/State Invested Pre-K leads to review monitoring documents, rate of readiness, assessment tool, 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 Informal Observation Checklist</a></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>▪ PreK CLASS (Classroom Assessment Scoring System) Training</li> <li>▪ MS Beginnings</li> <li>▪ Family Engagement Transition</li> </ul> <p>Online early childhood trainings can be accessed at <a href="http://mdek12.org/EC/Professional-Development">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="http://gsmu.mdek12.org/Public/Course/Browse">gsmu.mdek12.org/Public/Course/Browse</a></p> |

## ENGLISH LEARNER INSTRUCTION

| Focus Tasks  | MDE Related Supports/Professional Learning Topics   |
|--|---|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Continue EL services</li> <li><input type="checkbox"/> Conduct EL quarterly SET Meetings for Term 3</li> <li><input type="checkbox"/> Compile EL data to show student growth over the semester and school year</li> <li><input type="checkbox"/> Utilize all data to determine if any additional supports are needed (such as MTSS)</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Culturally and Linguistically Responsive Practices</li> <li><input type="checkbox"/> EL Data Review</li> <li><input type="checkbox"/> Conduct Internal EL Audits</li> <li><input type="checkbox"/> Determine if adjustments to language service plans are needed</li> </ul> |

## 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 appropriate student indicators (i.e., EL, Immigrant, Homeless, Migrant, neglected and delinquent) are assigned to students in local student package (indicators will be transmitted nightly from the student package to MSIS for Month 04 student rosters) (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   |
|--|---|
| <input type="checkbox"/> Scheduled GEP Monitoring continues ( <i>Monitoring for SY 2024-2025 academic year will be conducted onsite.</i> ) | <ul style="list-style-type: none"><li>▪ Gifted Outcomes</li><li>▪ GEP Monitoring Visit Protocol</li></ul> |

## HEALTHY SCHOOLS/CHILD NUTRITION

| Focus Tasks   | MDE Related Supports/Professional Learning Topics |
|---|---|
| <input type="checkbox"/> <b>REQUIRED by January 10:</b> submit CN monthly claim for reimbursement<br><input type="checkbox"/> Conduct Direct Certification (SNAP eligible students) matches, files updated weekly |   |

## 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 TST meetings for students receiving Tier III interventions | <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><li>▪ Conduct internal MTSS audits</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 budget plans for the current/upcoming school year and needs assessments for the school library program</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> <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"/> <b>REQUIRED by January 10:</b> Verify Month 04 student data is correct, clear any remaining errors, and certify Month 04 data</li> <li><input type="checkbox"/> <b>REQUIRED by January 10:</b> Review Academic Record data and verify all information is correct</li> <li><input type="checkbox"/> Monthly Data Review: MSIS IDs &amp; Ownership, Non-Public Student Entry, Incoming Kindergarten Students, Special Education including Part C to B, CTE, Federal Programs, LEA &amp; School Demographics in MSIS</li> <li><input type="checkbox"/> Review the Data Quality Dashboard for data errors and correct data in the appropriate source</li> </ul> | <ul style="list-style-type: none"> <li>▪ <a href="#">24/25 Annual Reporting Calendar</a></li> <li>▪ Training:               <ul style="list-style-type: none"> <li>▪ <a href="#">MSIS Events page</a> for upcoming events</li> <li>▪ <a href="#">MSIS Resources page</a> for guides, manual, or videos and recordings</li> <li>▪ Email requests to <a href="mailto:msis2@mdek12.org">msis2@mdek12.org</a></li> </ul> </li> <li>▪ Help Desk Support:<br/>Send requests for MSIS support to <a href="mailto:mdeapps@mdek12.org">mdeapps@mdek12.org</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="http://mdek12.org/OSOS/Home">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 FY24 obligation deadline (September 30, 2025)</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 schoolboard (<b><i>TSI and SAR updates begin</i></b>)</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"/> 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://mdek12.org/ESE/ACT-Resources">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 13:</b> Timely submission of IDEA request for funds in MCAPS</li> </ul> | <ul style="list-style-type: none"> <li>▪ Policies and Procedures located at <a href="https://mdek12.org">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="https://gositymeup.com">gositymeup.com</a></li> <li>▪ Orton Gillingham based instruction training offered throughout the year</li> <li>▪ New Special Education Directors Supports</li> </ul> |

- Complete Internal Fixed Assets Inventory; check all sites (EDGAR requirement)
- By January 31: Collaborate with Federal Programs Director to search for private schools within the LEA
- Work with teachers on completing IEPs, ESY determination meetings, re-evaluations, and Parent Survey
- Complete public notice for Child Find
- Check for completion of IEP of IEP Progress Reports and verify that reports were sent home
- Complete winter benchmark testing (universal screening)
- Request or copy approved Month 03 personnel report and match teacher salary proration in MCAPS by completing amendments/revisions
- 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)
- Review Part C to B data in MSIS (Part C to B Report) and submit any changes or updates to the information via File Upload see MSIS section for more information)
- Review Special Education Dashboards and Reports in MSIS and make any necessary updates/corrections to the Special Education data
- REQUIRED prior to January 18:** Complete Educable Child applications and upload into SharePoint (residential placements)
- REQUIRED by January 25:** Upload Educable Child Reimbursement Request Forms from November 11 – January 18 (Third Pay Period) in SharePoint

- New Special Education Teacher Mentor Supports
- Power Hour for Parents
- Virtual Office Hours
- Quarterly Special Education Director’s Meeting / Legal Symposium

## 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) Combined Training 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="http://mdek12.org/OTL/OTC/professional-growth-system">mdek12.org/OTL/OTC/professional-growth-system</a></li> <li>▪ School and District Administrators may request virtual and face-to-face professional development trainings by PGS standard, content area, and grade level at <a href="http://mdek12.org/OPD/RPD">mdek12.org/OPD/RPD</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> The local adoption committee should participate in the virtual caravan to evaluate state-adopted instructional materials</li> </ul> | <ul style="list-style-type: none"> <li>▪ The Office of Instructional Materials and Library Services will conduct a yearly webinar regarding the virtual caravan process</li> </ul> |



# FEBRUARY

| 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 Office of District and School Performance (ODSP) offers several on-site/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>▪ Introduction to the Mississippi Statewide Accountability System</li> <li>▪ English Learner (EL) Accountability Training</li> <li>▪ High School Accountability Training</li> </ul> <p>Also offered on the webpage (<a href="http://mdek12.org/OA/ODSP">mdek12.org/OA/ODSP</a>) are several document links for both district-level and school-level stakeholders. The current list of resource links includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>▪ School-Level Student Monitoring Instrument (700 point)</li> <li>▪ School-Level Student Monitoring Instrument (1000 point)</li> <li>▪ Graduation Rate Guidance Documents</li> </ul> <p>The ODSP will also offer virtual meeting spaces for school and district leaders:</p> <ul style="list-style-type: none"> <li>▪ Bimonthly Support Webinars</li> <li>▪ Weekly Virtual Office Hours</li> </ul> <p>All times and access information will be listed under the Resources tab on the ODSP page (<a href="http://mdek12.org/OA/ODSP">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 any 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<br/>DTC and Technology Coordinator Webinars continue for spring 2025 assessment preparation</li> <li><input type="checkbox"/> <b>MAAP:</b> Fall 2024 Reports available in NWEA Nextera and TBD               <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</li> <li><input type="checkbox"/> <b>LBPA: Complete</b> K-3 Screener requirements (upload MOY universal screener data by February 2, 2026)</li> <li><input type="checkbox"/> <b>ACT: Window 1</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Paper – February 25, 2025</li> <li><input type="checkbox"/> Accommodations – February 25 – March 7, 2025</li> <li><input type="checkbox"/> Online – February 25 – March 7, 2025</li> </ul> </li> <li><input type="checkbox"/> <b>NAEP: Long Term Trend – Age 9 Selected schools</b> January 6, 2025 – March 14, 2025<br/><b>Field Test Window – Grades 4, 8, and 12 – Selected Schools</b> January 27, 2025 – March 7, 2025</li> </ul> | <ul style="list-style-type: none"> <li>▪ TBD – Science and History:</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 – Mississippi Link: <a href="https://act.org">Mississippi (act.org)</a></li> <li>▪ Accommodations and/or EL Supports: <a href="https://act.org">Submitting an Initial Request (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></ul> | <ul style="list-style-type: none"><li>▪ For more information contact Chandrea Walker Everett at <a href="mailto:cswalker@mek12.org">cswalker@mek12.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 reports</li><li><input type="checkbox"/> Continue Perkins equipment and other costs purchases and submit reimbursement requests by established deadlines</li><li><input type="checkbox"/> New Program and Program Conversion Applications made available for completion.</li></ul> | <ul style="list-style-type: none"><li>▪ Please contact the CTE office at 601-359-3974 or email DeSonya Andrews at <a href="mailto:dandrews@mdek12.org">dandrews@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 new program and conversion applications contact Brett Robinson at <a href="mailto:brobinson@mdek12.org">brobinson@mdek12.org</a></li></ul> |

## EARLY CHILDHOOD

| Focus Tasks  | MDE Related Supports/Professional Learning Topics   |
|--|---|
| <p>Early Learning Collaborative Sites/State Invested Pre-K</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Meet with Early Learning Collaborative leads to review monitoring documents, rate of readiness, assessment tool, continuation application, coaching components, and CLASS policy as applicable</li> <li><input type="checkbox"/> Attend virtual/in-person winter Early Learning Collaborative/State Invested Pre-K 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> <li>▪ Brigance Screen III</li> </ul> <p>Online early childhood trainings can be accessed at <a href="http://mdek12.org/EC/Professional-Development">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="http://gsmu.mdek12.org/Public/Course/Browse">gsmu.mdek12.org/Public/Course/Browse</a></p> |

## ENGLISH LEARNER INSTRUCTION

| Focus Tasks   | MDE Related Supports/Professional Learning Topics |
|---|---|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Continue EL services</li> <li><input type="checkbox"/> Adjust scheduling, services, LSPs, documentation as needed based on the previous month's internal EL audit</li> <li><input type="checkbox"/> Review all EL data points to determine if any EL students should receive Tier II or Tier III interventions</li> </ul> |   |



## 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 appropriate student indicators (i.e., EL, Immigrant, Homeless, Migrant, neglected and delinquent) are assigned to students in local student package (indicators will be transmitted nightly from the student package to MSIS for Month 05 student rosters) (On-going/should be done monthly prior to MSIS monthly approval)</li> </ul> |   |

## GIFTED

| Focus Tasks  | MDE Related Supports/Professional Learning Topics  |
|--|--|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> <i>Mass Screening for GEP eligibility (at least one grade level)</i></li> <li><input type="checkbox"/> GEP Monitoring (as scheduled) (<i>Monitoring for SY 2024-2025 academic year will be conducted onsite.</i>)</li> </ul> | <ul style="list-style-type: none"> <li>▪ Mass Screening (Equity and Bias Training)</li> <li>▪ GEP Monitoring Protocol</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 February 10:</b> submit CN monthly claim for reimbursement</li> <li><input type="checkbox"/> Conduct Direct Certification (SNAP eligible students) matches, files updated weekly</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"/> Begin planning and scheduling screening ALL kindergarten students with an MDE approved dyslexia screener</li> </ul> | <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  |
|--|--|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Schedule library advocacy committee meeting to discuss and plan school library program goals for the upcoming school year</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>▪ 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> Verify Month 05 student data is correct, clear any remaining errors, and certify Month 05 data</li> <li><input type="checkbox"/> Monthly Data Review: MSIS IDs &amp; Ownership, Non-Public Student Entry, Incoming Kindergarten Students, Special Education including Part C to B, CTE, Federal Programs, LEA &amp; School Demographics in MSIS</li> <li><input type="checkbox"/> Review the Data Quality Dashboard for data errors and correct data in the appropriate source</li> </ul> | <ul style="list-style-type: none"> <li>▪ <a href="#">24/25 Annual Reporting Calendar</a></li> <li>▪ Training:               <ul style="list-style-type: none"> <li>▪ <a href="#">MSIS Events page</a> for upcoming events</li> <li>▪ <a href="#">MSIS Resources page</a> for guides, manual, or videos and recordings</li> <li>▪ Email requests to <a href="mailto:msis2@mdek12.org">msis2@mdek12.org</a></li> </ul> </li> <li>▪ Help Desk Support:<br/>Send requests for MSIS support to <a href="mailto:mdeapps@mdek12.org">mdeapps@mdek12.org</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> | <ul style="list-style-type: none"> <li>▪ <a href="https://mdek12.org/OSOS/Home">mdek12.org/OSOS/Home</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"/> 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"/> Complete request for funds (<i>1003 grant funds reimbursement</i>) <b>8 months to FY24 obligation deadline (September 30, 2025)</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><li>▪ Virtual CSI touchpoints with school improvement facilitators begin</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 12:</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"/> Review Part C to B data in MSIS (Part C to B Report) and submit any changes or updates to the information via File Upload see MSIS section for more information)</li> <li><input type="checkbox"/> Review Special Education Dashboards and Reports in MSIS and make any necessary updates/corrections to the Special Education data</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> </ul> | <ul style="list-style-type: none"> <li>▪ Policies and Procedures located at <a href="http://mdek12.org">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) Combined Training 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="http://mdek12.org/OTL/OTC/professional-growth-system">mdek12.org/OTL/OTC/professional-growth-system</a></li> <li>▪ School and District Administrators may request virtual and face-to-face professional development trainings by PGS standard, content area, and grade level at <a href="http://mdek12.org/OPD/RPD">mdek12.org/OPD/RPD</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 the End-of-Year Survey</li> <li><input type="checkbox"/> <b>REQUIRED:</b> Complete the Intent to Purchase Survey by the second Friday in February</li> </ul> | <ul style="list-style-type: none"> <li>▪ All district and school textbook coordinators will be sent the EOY textbook survey that includes questions regarding TIMS 2.0 status and adoption results</li> <li>▪ All district and school textbook coordinators will be sent the Intent to Purchase survey that will help the textbook depository and publishers ensure stock is available</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 Office of District and School Performance (ODSP) offers several on-site/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>▪ Introduction to the Mississippi Statewide Accountability System</li> <li>▪ English Learner (EL) Accountability Training</li> <li>▪ High School Accountability Training</li> </ul> <p>Also offered on the webpage (<a href="http://mdek12.org/OA/ODSP">mdek12.org/OA/ODSP</a>) are several document links for both district-level and school-level stakeholders. The current list of resource links includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>▪ School-Level Student Monitoring Instrument (700 point)</li> <li>▪ School-Level Student Monitoring Instrument (1000 point)</li> <li>▪ Graduation Rate Guidance Documents</li> </ul> <p>The ODSP will also offer virtual meeting spaces for school and district leaders:</p> <ul style="list-style-type: none"> <li>▪ Bimonthly Support Webinars</li> <li>▪ Weekly Virtual Office Hours</li> <li>▪ All times and access information will be listed under the Resources tab on the ODSP page (<a href="http://mdek12.org/OA/ODSP">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 TBD)</li> <li>○ NWEA Nextera and TBD: 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 10– May 2, 2025)</li> <li><input type="checkbox"/> <b>ELPT:</b> ELP testing window opens (March 3)</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 (TBD)</li> <li>○ 3<sup>rd</sup> Grade MAAP-ELA (March 31 – April 18, 2025)</li> </ul> </li> <li><input type="checkbox"/> <b>ACT: Window 1</b> <ul style="list-style-type: none"> <li>○ Accommodations – completed by March 7, 2025</li> <li>○ Online – completed by March 7, 2025</li> </ul> </li> <li><input type="checkbox"/> <b>ACT: Window 2</b> <ul style="list-style-type: none"> <li>○ Paper – March 25, 2025</li> <li>○ Accommodations – March 25 - April 4, 2025</li> <li>○ Online – March 25 - April 4, 2025</li> </ul> </li> <li><input type="checkbox"/> <b>MDE Test Security:</b> Upload a testing schedule for the MAAP spring window</li> </ul> | <ul style="list-style-type: none"> <li>▪ TBD– Science and History:</li> <li>▪ NWEA Nextera Customer Support – ELA and Math: 1-800-644-4054 or <a href="mailto:mcustomersupport@nwea.com">mcustomersupport@nwea.com</a></li> <li>▪ ACT Customer Support – Mississippi Link: <a href="https://www.act.org">Mississippi (act.org)</a></li> <li>▪ Accommodations and/or EL Supports: <a href="https://www.act.org">Submitting an Initial Request (act.org)</a></li> </ul> |



|   |  |
|---|--|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>NAEP: Long Term Trend – Age 9 Selected schools</b> January 6, 2025 – March 14, 2025</li> <li><input type="checkbox"/> <b>Field Test Window – Grades 4, 8, and 12 – Selected Schools</b> January 27, 2025 – March 7, 2025</li> <li><input type="checkbox"/> <b>NAEP 2025 Long Term Trend Age 17 Selected schools:</b> March 17, 2025– May 23, 2025</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"/> Individual Student Success Plan (ISP) - Phase II (<i>Ongoing</i>)</li> </ul> | <ul style="list-style-type: none"> <li>▪ For more information contact Chandrea Walker Everett at <a href="mailto:cswalker@mdek12.org">cswalker@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 reports</li> <li><input type="checkbox"/> Continue Perkins equipment and other costs purchases and submit reimbursement requests by established deadlines</li> <li><input type="checkbox"/> Applications for New Programs and Program Conversions due</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 DeSonya Andrews at <a href="mailto:dandrews@mdek2.org">dandrews@mdek2.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/State Invested Pre-Kindergarten</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Meet with Early Learning Collaborative/State Invested Pre-K leads to review monitoring documents, rate of readiness, assessment tool, continuation application, coaching components, and CLASS policy as applicable</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 assessment tool 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 assessment tool 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 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>▪ Online early childhood trainings can be accessed at <a href="http://mdek12.org/EC/Professional-Development">mdek12.org/EC/Professional-Development</a></li> <li>▪ Districts may request professional development technical assistance at <a href="mailto:earlychildhood@mdek12.org">earlychildhood@mdek12.org</a>.</li> <li>▪ The Office of Early Childhood trainings can be found at the following GoSignMeUp link: <a href="http://gsmu.mdek12.org/Public/Course/Browse">gsmu.mdek12.org/Public/Course/Browse</a></li> </ul> |

## ENGLISH LEARNER INSTRUCTION

| Focus Tasks   | MDE Related Supports/Professional Learning Topics  |
|---|--|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Continue EL services</li> <li><input type="checkbox"/> Conduct EL SET meetings for term 3</li> <li><input type="checkbox"/> Provide ELPT Platform Review/Practice for students</li> <li><input type="checkbox"/> Review all EL data points to determine if any EL students should receive Tier II or Tier III interventions</li> <li><input type="checkbox"/> Begin collecting IRP documents for any EL students who may qualify for a Good Cause Exemption as needed for the Literacy-Based Promotion Act</li> </ul> | <ul style="list-style-type: none"> <li>▪ ELPT practice questions available through the Office of Student Assessment</li> </ul> |

## 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 appropriate student indicators (i.e., EL, Immigrant, Homeless, Migrant, neglected and delinquent) are assigned to students in local student package (indicators will be transmitted nightly from the student package to MSIS for Month 06 student rosters) (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 2024-2025 academic year will be conducted onsite.</i></b>)</li> </ul> | <ul style="list-style-type: none"> <li>▪ GEP Program Evaluation</li> <li>▪ GEP Monitoring Protocol</li> </ul> |

## 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 Direct Certification (SNAP eligible students) matches, files updated weekly</li> </ul> | <ul style="list-style-type: none"> <li>▪ Utilize <i>2019 Local School Wellness Policy Guide for Development</i>: <a href="http://mdek12.org/OHS">mdek12.org/OHS</a></li> <li>▪ Review SFSP information and requirements: <a href="http://mdek12.org/OCN/SFSP">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"/> Finalize dyslexia screener schedule for ALL kindergarten students using an MDE approved dyslexia screener</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> |

## 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> Verify Month 06 student data is correct, clear any remaining errors, and certify Month 06 data</li> <li><input type="checkbox"/> Monthly Data Review: MSIS IDs &amp; Ownership, Non-Public Student Entry, Incoming Kindergarten Students, Special Education including Part C to B, CTE, Federal Programs, LEA &amp; School Demographics in MSIS</li> <li><input type="checkbox"/> Review the Data Quality Dashboard for data errors and correct data in the appropriate source</li> </ul> | <ul style="list-style-type: none"> <li>▪ <a href="#">24/25 Annual Reporting Calendar</a></li> <li>▪ Training:               <ul style="list-style-type: none"> <li>▪ <a href="#">MSIS Events page</a> for upcoming events</li> <li>▪ <a href="#">MSIS Resources page</a> for guides, manual, or videos and recordings</li> <li>▪ Email requests to <a href="mailto:msis2@mdek12.org">msis2@mdek12.org</a></li> </ul> </li> <li>▪ Help Desk Support:<br/>Send requests for MSIS support to <a href="mailto:mdeapps@mdek12.org">mdeapps@mdek12.org</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> | <ul style="list-style-type: none"> <li>▪ <a href="https://mdek12.org/OSOS/Home">mdek12.org/OSOS/Home</a></li> </ul> |

## 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> ) <b>7 months to FY24 obligation deadline (September 30, 2025)</b><br><input type="checkbox"/> Identified schools (CSI, TSI, ATSI, SAR) update to local school board | <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"/> 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<br><input type="checkbox"/> HELP Scholarship Deadline March 31st | <ul style="list-style-type: none"> <li>▪ For more information on the HELP Scholarship visit <a href="https://msfinancialaid.org">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 12:</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"/> 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> </ul> | <ul style="list-style-type: none"> <li>▪ Policies and Procedures located at <a href="http://mdek12.org">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://gосignmeup.com">gосignmeup.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> |

|  |  |
|--|--|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Review Part C to B data in MSIS (Part C to B Report) and submit any changes or updates to the information via File Upload see MSIS section for more information)</li> <li><input type="checkbox"/> Review Special Education Dashboards and Reports in MSIS and make any necessary updates/corrections to the Special Education data</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) Combined Training and continue informal observations</li> <li><input type="checkbox"/> Licensure application requests submitted on or after March 1st for initial licensure, reinstatement, and entry-level administrator will be issued for the upcoming school year unless the applicant requests that the license be issued for the remainder of the current year.</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="http://mdek12.org/OTL/OTC/professional-growth-system">mdek12.org/OTL/OTC/professional-growth-system</a></li> <li>▪ School and District Administrators may request virtual and face-to-face professional development trainings by PGS standard, content area, and grade level at <a href="http://mdek12.org/OPD/RPD">mdek12.org/OPD/RPD</a></li> </ul> |



| <b>ACCOUNTABILITY</b>  |   |
|--|---|
| <b>Focus Tasks</b>   | <b>MDE Related Supports/Professional Learning Topics</b>  |
| <p><input type="checkbox"/> <b>REQUIRED:</b> Run cohort report in MSIS for current year and previous 3 years</p> | <p>The Office of District and School Performance (ODSP) offers several on-site/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>▪ Introduction to the Mississippi Statewide Accountability System</li> <li>▪ English Learner (EL) Accountability Training</li> <li>▪ High School Accountability Training</li> </ul> <p>Also offered on the webpage (<a href="http://mdek12.org/OA/ODSP">mdek12.org/OA/ODSP</a>) are several document links for both district-level and school-level stakeholders. The current list of resource links includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>▪ School-Level Student Monitoring Instrument (700 point)</li> <li>▪ School-Level Student Monitoring Instrument (1000 point)</li> <li>▪ Graduation Rate Guidance Documents</li> </ul> <p>The ODSP will also offer virtual meeting spaces for school and district leaders:</p> <ul style="list-style-type: none"> <li>▪ Bimonthly Support Webinars</li> <li>▪ Weekly Virtual Office Hours</li> <li>▪ All times and access information will be listed under the Resources tab on the ODSP page: <a href="http://mdek12.org/OA/ODSP">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 (March 31 – May 16, 2025)               <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 10 – May 2, 2025)</li> <li><input type="checkbox"/> <b>ELPT:</b> Testing window closes (April 16, 2025)</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: Window 2</b> <ul style="list-style-type: none"> <li>○ Accommodations – Completed by April 4, 2025</li> <li>○ Online – Completed by April 4, 2025</li> </ul> </li> <li><input type="checkbox"/> <b>ACT: Test Window 3</b> <ul style="list-style-type: none"> <li>Paper – April 22, 2025</li> <li>Accommodations – April 22, 2025 - May 2, 2025</li> <li>Online – April 22, 2025 - May 2, 2025</li> </ul> </li> <li><input type="checkbox"/> <b>MDE Test Security: Upload</b> testing irregularity reports during the testing window; School Audits</li> <li><input type="checkbox"/> <b>NAEP: NAEP 2025 Long Term Trend Age 17 Selected schools:</b> March 17, 2025– May 23, 2025</li> </ul> | <ul style="list-style-type: none"> <li>▪ TBD – Science and History:</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: Mississippi Link: <a href="http://Mississippi.act.org">Mississippi (act.org)</a></li> <li>▪ Accommodations and/or EL Supports: <a href="#">Submitting an Initial Request (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 Chandrea Walker Everett at <a href="mailto:cswalker@mdek12.org">cswalker@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 reports</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 DeSonya Andrews at <a href="mailto:dandrews@mdek12.org">dandrews@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/State Invested Pre-K</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Meet with Early Learning Collaborative/State Invested Pre-K leads to review monitoring documents, rate of readiness, and assessment tool, continuation application, coaching components, and CLASS policy as applicable</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 assessment tool 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 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 assessment tool 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> <li>▪ Online early childhood trainings can be accessed at: <a href="http://mdek12.org/EC/Professional-Development">mdek12.org/EC/Professional-Development</a></li> <li>▪ Districts may request professional development technical assistance training at <a href="mailto:earlychildhoodtrainings@mdek12.org">earlychildhoodtrainings@mdek12.org</a></li> <li>▪ The Office of Early Childhood trainings can be found at the GoSignMeUp link: <a href="http://gsmu.mdek12.org/Public/Course/Browse">gsmu.mdek12.org/Public/Course/Browse</a></li> </ul> |

## ENGLISH LEARNER INSTRUCTION

| Focus Tasks  | MDE Related Supports/Professional Learning Topics                  |
|--|--|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Continue EL services.</li> <li><input type="checkbox"/> Review all EL data points to determine if any EL students should receive Tier II or Tier III interventions</li> <li><input type="checkbox"/> Continue documentation collection for any EL students who may need them to qualify for a Good Cause Exemption for the Literacy-Based Promotion Act</li> </ul> | <ul style="list-style-type: none"> <li>▪ EL file review</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</li> <li><input type="checkbox"/> Verify appropriate student indicators (i.e., EL, Immigrant, Homeless, Migrant, neglected and delinquent) are assigned to students in local student package (indicators will be transmitted nightly from the student package to MSIS for Month 1 student rosters) (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) (<b><i>Monitoring for SY 2024-2025 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> | <ul style="list-style-type: none"> <li>▪ Implementation of Gifted Navigator Training</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:</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 Direct Certification (SNAP eligible students) matches, files updated weekly</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 18:</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 file review</li> <li>▪ Dyslexia Awareness Training Spreadsheets can be found at the following link <a href="http://mdek12.org/OAE/OEER/Dyslexia">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</li> <li>▪ <a href="http://mdek12.org/literacy">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:</b> Verify Month 07 student data is correct, clear any remaining errors, and certify Month 07 data</li> <li><input type="checkbox"/> Monthly Data Review: MSIS IDs &amp; Ownership, Non-Public Student Entry, Incoming Kindergarten Students, Special Education including Part C to B, CTE, Federal Programs, LEA &amp; School Demographics in MSIS</li> <li><input type="checkbox"/> Review the Data Quality Dashboard for data errors and correct data in the appropriate source</li> </ul> | <ul style="list-style-type: none"> <li>▪ <a href="#">24/25 Annual Reporting Calendar</a></li> <li>▪ Training:               <ul style="list-style-type: none"> <li>▪ <a href="#">MSIS Events page</a> for upcoming events</li> <li>▪ <a href="#">MSIS Resources page</a> for guides, manual, or videos and recordings</li> <li>▪ Email requests to <a href="mailto:msis2@mdek12.org">msis2@mdek12.org</a></li> </ul> </li> <li>▪ Help Desk Support:<br/>Send requests for MSIS support to <a href="mailto:mdeapps@mdek12.org">mdeapps@mdek12.org</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> | <ul style="list-style-type: none"> <li>▪ <a href="https://mdek12.org/OSOS/Home">mdek12.org/OSOS/Home</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"/> EEF Procurement Card FY2025 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 FY24 obligation deadline (September 30, 2025)</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 14:</b> Timely submission of IDEA request for funds in MCAPS</li> <li><input type="checkbox"/> By April 15: All ESY decisions should 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"/> 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"/> Review Part C to B data in MSIS (Part C to B Report) and submit any changes or updates to the information via File Upload see MSIS section for more information)</li> <li><input type="checkbox"/> Review Special Education Dashboards and Reports in MSIS and make any necessary updates/corrections to the Special Education data</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://gосignmeup.com">gосignmeup.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"/> 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) Combined Training and begin formal observations</li> <li><input type="checkbox"/> MS Administrator and Teacher of the Year Awards Program Luncheon</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="http://mdek12.org/OTL/OTC/professional-growth-system">mdek12.org/OTL/OTC/professional-growth-system</a></li> <li>▪ School and District Administrators may request virtual and face-to-face professional development trainings by PGS standard, content area, and grade level at <a href="http://mdek12.org/OPD/RPD">mdek12.org/OPD/RPD</a></li> </ul> |

## TEXTBOOKS

| Focus Tasks  | MDE Related Supports/Professional Learning Topics   |
|--|---|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Districts and schools can start purchasing newly adopted instructional materials after <b>April 1</b></li> </ul> | <ul style="list-style-type: none"> <li>▪ The Office of Instructional Materials and Library Services will conduct a yearly webinar regarding how to purchase on the TIMS 2.0 Online Catalog</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 are 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> |   |

## 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 16, 2025)</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 2, 2025; Transcription ends May 2, 2025)</b> <ul style="list-style-type: none"> <li>• All test scores <b>MUST</b> be transcribed in the NWEA Nextera portal by May 2, 2025)</li> </ul> </li> <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 5– 9, 2025)</li> <li>• Complete Good Cause Exemption paperwork</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>▪ TBD – Science and History:</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>ACT: Test Window 3</b><br/>Accommodations –Completed by May 2, 2025<br/>Online – Completed by May 2, 2025</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> <li><input type="checkbox"/> <b>NAEP: Long Term Trend Age 17 Selected schools:</b> March 17, 2025– May 23, 2025</li> </ul> |  |
|--|--|

**COMPULSORY SCHOOL ATTENDANCE ENFORCEMENT & DROPOUT PREVENTION**

| <b>Focus Tasks</b>  | <b>MDE Related Supports/Professional Learning Topics</b> |
|---|--|
| <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</li> <li><input type="checkbox"/> 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"/> 2024-2025 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 2024-2025</i>)</li> </ul> | <ul style="list-style-type: none"> <li>▪ <a href="#">Mental Health resources</a></li> <li>▪ For more information contact Chandrea Walker Everett at <a href="mailto:cswalker@mdek12.org">cswalker@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 reports</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"/> 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 DeSonya Andrews at <a href="mailto:dandrews@mdek12.org">dandrews@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>▪ 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/State Invested Pre-K</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Meet with Early Learning Collaborative/State Invested Pre-K leads to review monitoring documents, rate of readiness, assessment tool, continuation application, coaching components, and CLASS policy as applicable</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 assessment tool 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 assessment tool 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> <li>▪ Online early childhood trainings can be accessed at <a href="http://mdek12.org/EC/Professional-Development">mdek12.org/EC/Professional-Development</a></li> <li>▪ Districts may request professional development technical assistance training at <a href="mailto:earlychildhoodtrainings@mdek12.org">earlychildhoodtrainings@mdek12.org</a>.</li> <li>▪ The Office of Early Childhood trainings can be found at the following GoSignMeUp link: <a href="http://gsmu.mdek12.org/Public/Course/Browse">gsmu.mdek12.org/Public/Course/Browse</a></li> </ul> |

## ENGLISH LEARNER INSTRUCTION

| Focus Tasks   | MDE Related Supports/Professional Learning Topics  |
|---|--|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Schedule a date that will be your last day to provide EL services</li> <li><input type="checkbox"/> Compile EL data to show student growth over the semester and school year</li> <li><input type="checkbox"/> Gather information transfer to feeder school for students transitioning to the next school (moving from elementary to middle or middle to high school)</li> <li><input type="checkbox"/> Schedule a meeting with the EL teacher 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> <li><input type="checkbox"/> Collect all documentation for any EL students who need and qualify for a Good Cause Exemption for the Literacy-Based Promotion Act</li> </ul> | <ul style="list-style-type: none"> <li>▪ How to analyze supports for each language domain.</li> <li>▪ Charting data for the semester or school year</li> <li>▪ How to conduct effective transfer meetings for students moving up to the next school level</li> </ul> |

## 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 appropriate student indicators (i.e., EL, Immigrant, Homeless, Migrant, neglected and delinquent) are assigned to students in local student package (indicators will be transmitted nightly from the student package to MSIS for Month 08 student rosters) (On-going/should be done monthly prior to MSIS monthly approval)</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) <i>(Monitoring for SY 2024-2025 academic year will be conducted onsite.)</i></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 Direct Certification (SNAP eligible students) matches, files updated weekly</li></ul> | <ul style="list-style-type: none"><li>▪ <a href="https://mdek12.org/OCN/PFD">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 9:</b> Submit all dyslexia screener data to MDE</li> <li><input type="checkbox"/> <b>REQUIRED by May 23:</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> </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="http://mdek12.org/OAE/OEER/Dyslexia">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> Verify Month 06 student data is correct, clear any remaining errors, and certify Month 06 data</li> <li><input type="checkbox"/> <b>REQUIRED by May 30:</b> District should enter the next school year's calendar in the student package</li> <li><input type="checkbox"/> <b>REQUIRED by May 30:</b> Enter District Salary Schedule in MSIS via manual input for the next school year</li> <li><input type="checkbox"/> Monthly Data Review: MSIS IDs &amp; Ownership, Non-Public Student Entry, Incoming Kindergarten Students, Special Education including Part C to B, CTE, Federal Programs, LEA &amp; School Demographics in MSIS</li> <li><input type="checkbox"/> Review the Data Quality Dashboard for data errors and correct data in the appropriate source</li> </ul> | <ul style="list-style-type: none"> <li>▪ <a href="#">24/25 Annual Reporting Calendar</a></li> <li>▪ Training:             <ul style="list-style-type: none"> <li>▪ <a href="#">MSIS Events page</a> for upcoming events</li> <li>▪ <a href="#">MSIS Resources page</a> for guides, manual, or videos and recordings</li> <li>▪ Email requests to <a href="mailto:msis2@mdek12.org">msis2@mdek12.org</a></li> </ul> </li> <li>▪ Help Desk Support:<br/>Send requests for MSIS support to <a href="mailto:mdeapps@mdek12.org">mdeapps@mdek12.org</a></li> </ul> |

## SAFE AND ORDERLY

| Focus Tasks   | MDE Related Supports/Professional Learning Topics   |
|---|---|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Conduct monthly</b> 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> | <ul style="list-style-type: none"> <li>▪ <a href="https://mdek12.org/OSOS/Home">mdek12.org/OSOS/Home</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"/> Review tax assessment information to be used for FY2027 MSFF 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 FY24 obligation deadline (September 30, 2025)</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 district graduation</li> <li><input type="checkbox"/> Submission through SharePoint of MDE Reimbursement for WorkKeys Assessments and Accelerated Programs</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 or Accelerated Programs 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 FFY24/FY25 – due on or before June 1.</li> <li><input type="checkbox"/> Begin work on Project Application draft budget for FFY25/FY26 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> </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> |

- Check due date for projected budget with Business Manager
- Schedule and complete meetings for Parental Involvement Public Comment Procedures for FY25 IDEA Funding Application (retain all documentation to upload into MCAPS for FY25 Project Application)
- REQUIRED prior to May 19:** Complete Educable Child applications and upload into SharePoint (residential placements)
- REQUIRED by May 30:** Upload Educable Child Reimbursement Request Forms from March 18 – May 19 (Fifth Pay Period) in SharePoint
- Complete end of the year teacher check-out procedures
- Check completion of IEP Progress Reports and verify that they were sent home
- Prior to the end of the school year, check that all teachers have completed annual IEP reviews
- Review Significant Disproportionality Data and complete review of policies, practices, and procedures if required for CEIS
- Remind teachers to have parents complete Parent Survey for Indicator 8 (link will be provided to Special Education Directors)
- Continue Child Outcomes Summary (COS) process for Indicator 7 (This process should be completed over the entire school year, with entries being completed for preschool special education students that are newly enrolled, and exits being completed as students approach their sixth birthday)
- Review Part C to B data in MSIS (Part C to B Report) and submit any changes or updates to the information via File Upload see MSIS section for more information)
- Review Special Education Dashboards and Reports in MSIS and make any necessary updates/corrections to the Special Education data

## 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) Combined Training 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="http://mdek12.org/OTL/OTC/professional-growth-system">mdek12.org/OTL/OTC/professional-growth-system</a></li><li>▪ School and District Administrators may request virtual and face-to-face professional development trainings by PGS standard, content area, and grade level at <a href="http://mdek12.org/OPD/RPD">mdek12.org/OPD/RPD</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"/> Ensure Summer School Program information is entered in student package (see MSIS section for more information) |   |

## ASSESSMENT

| Focus Tasks   | MDE Related Supports/Professional Learning Topics   |
|---|---|
| <input type="checkbox"/> ALL: Submit Non-Participation Forms due to Significant Medical Emergency<br><input type="checkbox"/> MAAP: Spring Results (data file) posted<br><input type="checkbox"/> MAAP-A: Spring test results<br><input type="checkbox"/> ELPT: Student Proficiency Reports available for DTCs and STCs (tentative)<br><input type="checkbox"/> LBPA: <ul style="list-style-type: none"> <li>○ Receive Retest 1 results</li> <li>○ 3rd Grade MAAP Alternative Assessment – Retest 2 (June 16 – June 27, 2025)</li> </ul> <input type="checkbox"/> MDE Test Security: Caveon reports and letters submitted for possible EOC student invalidations; | <ul style="list-style-type: none"> <li>▪ TBD– Science and History:</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 – Prepare for Retest 2</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> <li><input type="checkbox"/> Foster Care 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"/> <b>REQUIRED by June 30:</b> Verify the data in the CTE Dashboard and Reports in MSIS, make any necessary updates/corrections to the data, and certify CTE data for the school year</li> <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"/> 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 Christy Todd at <a href="mailto:ctodd@mdek12.org">ctodd@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 and ACT WorkKeys</li> </ul> |



## EARLY CHILDHOOD

| Focus Tasks  | MDE Related Supports/Professional Learning Topics  |
|--|--|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Attend the Early Childhood Conference</li> <li><input type="checkbox"/> Attend Early Learning Collaborative and State Invested Pre-Kindergarten Lead Meeting (Required for ELC's and SIP's)</li> </ul> | <ul style="list-style-type: none"> <li>▪ Register for Early Childhood Specialized Bootcamp Training (as needed)</li> <li>▪ Other Trainings as requested: <a href="#">Professional Development Request</a></li> <li>▪ Online early childhood trainings can be accessed at <a href="http://mdek12.org/EC/Professional-Development">mdek12.org/EC/Professional-Development</a></li> <li>▪ Districts may request professional development technical assistance training at <a href="mailto:earlychildhoodtrainings@mdek12.org">earlychildhoodtrainings@mdek12.org</a>.</li> <li>▪ The Office of Early Childhood trainings can be found at the following GoSignMeUp link: <a href="http://gsmu.mdek12.org/Public/Course/Browse">gsmu.mdek12.org/Public/Course/Browse</a></li> </ul> |

## ENGLISH LEARNER INSTRUCTION

| Focus Tasks   | MDE Related Supports/Professional Learning Topics  |
|---|--|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Plan and provide EL supports for any EL summer programming that the school/district may offer.</li> <li><input type="checkbox"/> Collect data on summer progress.</li> <li><input type="checkbox"/> Review and analyze official ELPT data for EL support determinations, groupings, and goal setting for the upcoming school year.</li> </ul> | <ul style="list-style-type: none"> <li>▪ Analyze ELPT reports for program improvement and scheduling for the upcoming school year.</li> <li>▪ Planning and supporting small groups for linguistic support</li> </ul> |

## FEDERAL PROGRAMS

| Focus Tasks   | MDE Related Supports/Professional Learning Topics |
|---|---|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>REQUIRED by June 30:</b> Verify the data in the Federal Programs Dashboard and Reports in MSIS, make any necessary updates/corrections to the data, and certify Federal Programs data for the school year</li> <li><input type="checkbox"/> Review current budgets to ensure accurate fiscal close out</li> <li><input type="checkbox"/> Year-end assessment of equitable service program</li> <li><input type="checkbox"/> Evaluate federal programs goals and objective</li> <li><input type="checkbox"/> By June 30: SNS Methodology</li> </ul> |   |

## GIFTED

| Focus Tasks  | MDE Related Supports/Professional Learning Topics |
|--|---|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Review gifted monitoring tool</li> <li><input type="checkbox"/> End-of-year GEP Survey submitted by June 30<sup>th</sup></li> <li><input type="checkbox"/> Submit updated GEP Proposals by June 30<sup>th</sup></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 June 10:</b> submit CN monthly claim for reimbursement</li> <li><input type="checkbox"/> June 30: Deadline for electing to participate in the Community Eligibility Program</li> </ul> |   |

## INTERVENTION

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

## LITERACY

| Focus Tasks  | MDE Related Supports/Professional Learning Topics  |
|--|--|
| <ul style="list-style-type: none"><li><input type="checkbox"/> Update Action Plans</li></ul> | <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

- REQUIRED by June 15:** Verify Month 09 student data is correct, clear any remaining errors, and certify Month 09 data
- REQUIRED by June 30:** Verify Academic Record data is correct, clear any remaining errors, and certify Academic Record data
- REQUIRED by June 30:** Verify Special Education data is correct, clear any remaining errors, and certify Special Education end of year data
- REQUIRED by June 30:** Verify CTE data is correct, clear any remaining errors, and certify CTE end of year data
- REQUIRED by June 30:** Verify Federal Programs data is correct, clear any remaining errors, and certify Federal Programs end of year data
- REQUIRED by June 30:** Ensure Summer School Program Information has been entered in the student package (will transfer to MSIS nightly)
- REQUIRED by June 30:** Provide Graduation Option information for seniors that graduated via file upload
- Monthly Data Review: MSIS IDs & Ownership, Non-Public Student Entry, Incoming Kindergarten Students, Special Education including Part C to B, CTE, Federal Programs, LEA & School Demographics in MSIS
- Review the Data Quality Dashboard for data errors and correct data in the appropriate source

### MDE Related Supports/Professional Learning Topics

- [24/25 Annual Reporting Calendar](#)
- Training:
  - [MSIS Events page](#) for upcoming events
  - [MSIS Resources page](#) for guides, manual, or videos and recordings
  - Email requests to [msis2@mdek12.org](mailto:msis2@mdek12.org)
- Help Desk Support:  
Send request for MSIS support to [mdeapps@mdek12.org](mailto:mdeapps@mdek12.org)

## 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 FY2026</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>) <b>4 months to FY24 obligation deadline (September 30, 2025)</b></li> <li><input type="checkbox"/> Identified schools (CSI, TSI, ATSI, SAR) update to local school board</li> <li><input type="checkbox"/> Submit community engagement council documentation by June 30</li> <li><input type="checkbox"/> Submit <b>FY23</b> and <b>FY24</b> revisions in MCAPs by July 31<sup>st</sup></li> </ul> | <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> |

## 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 12:</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> </ul> | <ul style="list-style-type: none"> <li>▪ Policies and Procedures located at <a href="http://mdek12.org">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> </ul> |

- Continue to work on FFY25/FY26 IDEA Funding Application
- Request FFY24/FY25 Expenditure Report from Business Manager and compare balance in district's accounting software to MCAPS balance
- When Funding Application has final approval, work with Business Manager to make sure district budget (in district's accounting software) for accounts 2610 (IDEA Part B 611) and 2620 (IDEA Part B Preschool 619) match what is in approved MCAPS application
- Work with teachers on completing IEPs, ESY determination meetings, re-evaluations, and Parent Survey
- Prior to June 30: Submit verification form for speech/language screenings to the OSE
- Continue Child Outcomes Summary (COS) process for Indicator 7 (This process should be completed over the entire school year, with entries being completed for preschool special education students that are newly enrolled, and exits being completed as students approach their sixth birthday). All preschool data should be entered by June 30
- Prior to June 30: Complete Parent Surveys
- 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)
- Review Part C to B data in MSIS (Part C to B Report) and submit any changes or updates to the information via File Upload see MSIS section for more information)
- REQUIRED by June 30:** Verify the data in the Special Education Dashboard and Reports in MSIS, make any necessary updates/corrections to the data, and certify Special Education data for the school year

- Power Hour for Parents
- Quarterly Special Education Director's Meeting
- Transition Conference
- Improving Outcomes for Students with Disabilities Conference
- Virtual Office Hours
- IDEA Fiscal Bootcamp

## TEACHING AND LEADING

| Focus Tasks  | MDE Related Supports/Professional Learning Topics   |
|--|---|
| <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 via MECCA on or before June 30</li></ul> | <ul style="list-style-type: none"><li>▪ All current Professional Growth System data submission requirements are available via MECCA at <a href="https://mecca.mdek12.org">mecca.mdek12.org</a></li><li>▪ School and District Administrators may request virtual and face-to-face professional development trainings by PGS standard, content area, and grade level at <a href="https://mdek12.org/OPD/RPD">mdek12.org/OPD/RPD</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> TIMS 2.0 platform should be up to date by the second Friday in June</li></ul> | <ul style="list-style-type: none"><li>▪ The Office of Instructional Materials and Library Services will conduct training sessions if requested</li><li>▪ The <a href="#">TIMS 2.0 handbook</a> contains directions on how to add and delete instructional materials</li></ul> |