



DATES TO REMEMBER

August 2021 – June 2022

ADMINISTRATOR CALENDAR



MISSISSIPPI DEPARTMENT OF EDUCATION

Carey M. Wright, Ed.D.,
State Superintendent of Education

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Director, Office of Human Resources
Mississippi Department of Education
359 North West Street, Suite 203 Post Office Box 771
Jackson, MS 39205-0771
(601)359-3511

INTRODUCTION

The purpose of this document is to provide administrators, districts 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. With the COVID-19 Governor’s Executive Order some changes and waivers have been added for your convenience. The calendar will be updated, as needed, and any dates that may be missing may be sent to administratorcalendar@mdek12.org for review before inclusion in the state administrator calendar.

Local districts are still encouraged to develop their own calendars, but this document could serve as a guide or template.

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

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

Secondary Education and Professional Development	Wendy Clemons	WClemons@mdek12.org
School Financial Services	Letitia Johnson	ljohnson@mdek12.org
School Improvement	Dr. Sonja Robertson	srobertson@mdek12.org
Special Education	Robin Lemonis	rlemonis@mdek12.org
Teaching and Leading	Dr. Cory Murphy	cmurphy@mdek12.org

JULY/AUGUST

ACCREDITATION

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

ASSESSMENT

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <input type="checkbox"/> MAAP and MAAP-A: Download and distribute Reports (ISRs, School Rosters, etc.) <input type="checkbox"/> MAAP and MAAP-A: Set up User Accounts for DRC Insight (science and U.S. History); Questar Nextera (ELA, Math) and for MAAP-A (alternate assessment) <input type="checkbox"/> LBPA: <ul style="list-style-type: none"> ○ Administer Kindergarten Readiness Assessment and K-3 Screeners (July 22 – September 24) ○ Create user accounts in Kindergarten Readiness portal ○ TA/Proctor Training for Kindergarten Readiness <input type="checkbox"/> English Learners: Administer English Learner Screener (ongoing) <input type="checkbox"/> ACT/NAEP: Download Published Reports for the 2021 Junior administration from PearsonAccessNext 	<ul style="list-style-type: none"> ▪ Watch July Kindergarten Readiness webinar ▪ DRC Insight Customer Support – Science and History: 1-888-476-0264 or MSHelpDesk@datarecognitioncorp.com ▪ Questar Nextera Customer Support – ELA and Math: 1-800-644-4054 or mscustomersupport@questarai.com ▪ ACT Customer Support – General and Technical Inquiries: 1-800-553-6244x2800 www.act.org/stateanddistrict/contactus Accommodations and/or EL Supports: 1-800-553-6244x1788 ACTStateAccoms@act.org

COMPULSORY SCHOOL ATTENDANCE

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <input type="checkbox"/> Meet with SAO serving the district via Teams or phone <input type="checkbox"/> Ensure that designated staff submits the “No Show” list to SAO <input type="checkbox"/> JDC sponsoring school districts need to ensure that budget projections are submitted <input type="checkbox"/> Point of Contact Lists for Foster Care, JDCs, and Alternative Education <input type="checkbox"/> High School Equivalency Letter of Intent 	<ul style="list-style-type: none"> ▪ Provide training related to JDCs and educational resources, budgeting, and case management ▪ Provide training to alternative education procedures ▪ Provide annual/regional training to School Attendance Officers and support staff ▪ Provide attendance training that may include chronic absenteeism, referral process, compulsory attendance law, foster care students and enrollment ▪ Provide training for mandated reporting

CTE

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

EARLY CHILDHOOD

Focus Tasks

Early Learning Collaborative Sites

- REQUIRED:** Attend Early Learning Collaborative partner meetings
- Meet with Early Learning Collaborative leads review monitoring documents, rate of readiness, Kindergarten Readiness, continuation application, coaching components, and CLASS policy
- Review Brigance III Developmental Screener with Early Learning Collaborative classrooms to ensure assessment is provided within the timeline
- REQUIRED:** Begin face-to-face Brigance III Screeners in collaborative classrooms
- Early childhood virtual coaching begins
- REQUIRED:** Early Learning Collaborative submission of final classroom daily schedule or distance learning plan due to MDE (enter teacher and assistant teacher's names on schedules)
- REQUIRED:** Fall face-to-face Kindergarten Readiness testing window (July 22 – September 24)

All Pre-Kindergarten Sites in Schools

- REQUIRED:** Fall face-to-face Kindergarten Readiness testing window (July 22 – September 24)
- Review *Early Learning Guidelines for Classrooms Serving 3 - and 4-Year-Old Children*
- Review *Early Learning Standards for Classrooms Serving Infants through 4-Year-Old Children*
- Conduct hearing, vision, and developmental screenings
- REQUIRED:** Submit Assurances [Forms](#) for *Early Learning Guidelines and Kindergarten Guidelines*

MDE Related Supports/Professional Learning Topics

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

- MS Early Learning Guidelines and Standards
- Introduction to Brigance
- Deep Dive into Virtual Learning

Districts may request professional development technical assistance at earlychildhoodtrainings@mdek12.org. The Office of Early Childhood trainings are found at the following GoSignMeUp link:

<https://gsmu.mdek12.org/Public/Course/Browse>

Back-to-School Resource Documents:

[Virtual Teaching and Learning for Early Childhood](#)

[Social Distancing Strategies in the Classroom](#)

[Back-to-School Family Guide](#)

[Guidance to Support Learning Acceleration in Early Childhood Classrooms](#)

<input type="checkbox"/> Collaborate and communicate with community Head Start and early learning entities	
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FEDERAL PROGRAMS

Focus Tasks	MDE Related Supports/Professional Learning Topics
<input type="checkbox"/> Final Equitable services plan and Affirmation of Consultation uploaded in MCAPS <input type="checkbox"/> Evaluate and revise Title I Schoolwide Plans <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) <input type="checkbox"/> REQUIRED: Verify Personnel in MSIS	

GIFTED

Focus Tasks	MDE Related Supports/Professional Learning Topics
<input type="checkbox"/> Gifted Student: Gifted Teacher Ratio cannot be greater than 40:1 <input type="checkbox"/> 240 minutes of gifted instruction are required per week, 300 minutes are recommended (2021 - 2022)	<ul style="list-style-type: none"> ▪ Gifted program placement procedures ▪ Out-of-State Transfer Student Placement ▪ GEP scheduling requirements

HEALTHY SCHOOLS/CHILD NUTRITION

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <input type="checkbox"/> Schedule the three required School Health Council Meetings for each school <input type="checkbox"/> School Based Administrative Claiming rosters updated by District Coordinator (participating schools) <input type="checkbox"/> REQUIRED by August 1: complete Annual Agreement for Child Nutrition Programs in online system, MARS <input type="checkbox"/> Conduct monthly Direct Certification (SNAP eligible students) match <input type="checkbox"/> August 31: Deadline for electing to participate in the Community Eligibility Program (<i>Deadline extended by USDA waiver for SY2020-2021 ONLY</i>) 	<ul style="list-style-type: none"> ▪ https://www.mdek12.org/sites/default/files/documents/OHS/Home/tools-that-work---your-guide-to-success-for-building-a-healthy-school-20150710.pdf ▪ https://www.mdek12.org/OHS/HS/health-services---school-based-administrative-claiming

INTERVENTION

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

LIBRARIES/LIBRARIANS

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <input type="checkbox"/> Conduct initial Library Advocacy Committee Meeting to discuss creating a virtual library with digital resources, ebooks, and lessons <input type="checkbox"/> Create SMART Student Learning Outcomes <input type="checkbox"/> Create SMART School Library Program Goals <input type="checkbox"/> Create or revise school library policies procedures <input type="checkbox"/> Develop library budget plan for the current school year <input type="checkbox"/> Develop and implement year-long pacing guide to promote MS <i>CCR Learning Standards for Libraries</i> 	<p>School Library Guide 3.6:</p> <ul style="list-style-type: none"> ▪ Collaborative strategies that promote student success across multiple curriculum <p>School Library Guide 6.2:</p> <ul style="list-style-type: none"> ▪ Developing a yearly budget report and/or specific budget report ▪ Selecting high-quality instructional support materials <p>School Library Guide 6.8:</p> <ul style="list-style-type: none"> ▪ Developing short- and long-term SMART Goals ▪ Using short- and long-term goals to support student learning ▪ Strategies for collaborating with teachers and school community members <p>School Library Guide 6.9:</p> <ul style="list-style-type: none"> ▪ Establishing and executing library policies and procedures

LITERACY

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <input type="checkbox"/> Conduct initial Literacy Support School meetings with principals and superintendents <input type="checkbox"/> Deploy Literacy Coaches and Regional Coordinators in Literacy Support School (LSS) <input type="checkbox"/> Identify school data collection procedures (STAR, I-READY, NWEA, etc.) <input type="checkbox"/> Establish Non-negotiables in LSS <input type="checkbox"/> Ensure the instructional schedule includes an established Uninterrupted Reading Block <input type="checkbox"/> Begin K-4th IRP/GCE discussions 	<ul style="list-style-type: none"> ▪ PLCs/PD- Individual Reading Plan (IRP)s ▪ MDE Coaching Model ▪ LBPA data results/Nextera reports (MDE literacy coaches only) ▪ Literacy Coach Training (internal staff only) ▪ Shift 2- Student Achievement Partners (internal staff only) ▪ Supporting Literacy in the Time of Remote Learning Webinars: https://www.mdek12.org/Literacy

<ul style="list-style-type: none"> <input type="checkbox"/> Schedule Fall Learning Walk(s) <input type="checkbox"/> REQUIRED by July 31: Upload District LBPA Promotion Policy <input type="checkbox"/> Teacher-Literacy Coach Agreement <input type="checkbox"/> Beginning of Year (BOY) testing window: July 22 – September 24, 2021 (SY2021-2022 ONLY) 	
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MSIS	
Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <input type="checkbox"/> REQUIRED: Districts should update District and School Demographics for the new school year and make changes during the school year as needed <input type="checkbox"/> REQUIRED: District must enter Pay Scale in MSIS by the last business day in July <input type="checkbox"/> District personnel data (Public, Special, and Non-Public) <input type="checkbox"/> REQUIRED: District Post Graduate Plan data <input type="checkbox"/> Initial Student Load Transaction files (ISL files) <input type="checkbox"/> REQUIRED: Summer School Files (SSD files) <input type="checkbox"/> REQUIRED by August 30: Any adjustments to graduate/completers and promotions must be completed on the Update Student Grades screen (Update Promotion tab) 	<ul style="list-style-type: none"> ▪ District Timeline ▪ Annual Data Reporting Calendar ▪ Training Class (https://gsmu.mdek12.org/) ▪ MSIS Reference Manuals (https://www.mdek12.org/OTSS/MSIS/MSIS-Manuals)

SAFE AND ORDERLY	
Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <input type="checkbox"/> Conduct monthly fire drills <input type="checkbox"/> Ensure emergency bus evacuation drills are scheduled (2 per year) 	

SCHOOL FINANCIAL SERVICES

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <input type="checkbox"/> Request reimbursement for National Board process cost fee and moving expense <input type="checkbox"/> Upload budget certification form to SharePoint <input type="checkbox"/> Upload original budget FY2022 (combined & combining-signed) <input type="checkbox"/> Submit final count of EEF procurement cards required for FY2022 	

SCHOOL IMPROVEMENT

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <input type="checkbox"/> Request for Funds (<i>1003 Grant Funds Reimbursement</i>) <input type="checkbox"/> Review School Improvement Budget to assess expenditures and need to obligate funds expiring in December of the current year <input type="checkbox"/> FY19 and FY20 1003 Applications (Review and Approval Process) 	<ul style="list-style-type: none"> ▪ Team Coaching Support for identified schools ▪ Monthly Coaching Support Plan for the Year – Initial contact with district leadership to outline plan for support ▪ School Improvement Facilitator Training for all identified (CSI, TSI, ATSI) schools ▪ Cross-State High School Collaborative with individual school teams (John Hopkins University) ▪ MCAPS FY22 1003 Funding Application

SECONDARY EDUCATION

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <input type="checkbox"/> Selection and announcement of pilot schools for the ACT JumpStart pilot program 	<ul style="list-style-type: none"> ▪ New Counselor Training ▪ Performance Growth System Trainings (monthly)

<ul style="list-style-type: none"> <input type="checkbox"/> Announcement of Math Nation program and training components for the upcoming school year for middle school and high school Algebra teachers <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 at the end of July) <input type="checkbox"/> Distribution of MS Text Exemplar list for Grades 5-12 <input type="checkbox"/> Pre-recorded training for districts on the MS HQIM rubric 	<ul style="list-style-type: none"> ▪ Develop school-level teams to review K-12 Instructional Support Guides for ELA, Math and Science to begin planning and development of lesson plans for the upcoming school year ▪ Reach out to wclemons@mdek12.org for guidance
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SPECIAL EDUCATION

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <input type="checkbox"/> Check with Business Manager to ensure that documentation regarding Maintenance of Effort (MOE) has been submitted <input type="checkbox"/> Check the status of FY22 IDEA Funding Application in MCAPS <input type="checkbox"/> Check FY19, FY20, & FY21 IDEA expenditures and revise funding applications in MCAPS if necessary; <i>With the waiver, ALL FY19 and FY20 IDEA Part B 611 and Preschool 619 funds must be obligated by September 30, 2021, and expended by December 8, 2021 (Revision does not require board approval unless it is a local district policy)</i> <input type="checkbox"/> REQUIRED by July 12 & August 12: Timely submission of IDEA request for funds in MCAPS <input type="checkbox"/> IEP reviews as needed <input type="checkbox"/> Request and check teacher and student schedules; enter the district's student database system (i.e., SAMS) <input type="checkbox"/> Determine schedule for Speech-Language Screenings for K and/or 1st grade <input type="checkbox"/> Complete Educable Child applications and upload into SharePoint prior to September 15th (residential placements) 	<ul style="list-style-type: none"> ▪ Policies and Procedures located at www.mdek12.org, Office of Special Education ▪ Contact OSE at 601-359-3498 ▪ Training information available on the Trumba calendar, RESA websites and at www.gosignmeup.com ▪ Phonics First trainings offered throughout the year ▪ New SPED directors boot camp

<ul style="list-style-type: none"> <input type="checkbox"/> Request ESY Expenditure Reports from Business Manager to prepare for ESY Reimbursement Request due on September 30 <input type="checkbox"/> Complete public notice for Child Find <input type="checkbox"/> Complete Fall Benchmark testing (Universal Screening) <input type="checkbox"/> Check for Reevaluations that are due and complete any new student transfers (In-State and Out of State) <input type="checkbox"/> Complete Child Outcomes Summary (COS) process for Indicator 7 (This process should be completed over the entire school year, with entries being completed for preschool special education students that are newly enrolled, and exits being completed as students approach their sixth birthday) <input type="checkbox"/> All data should be entered by June 30 for the previous school year <input type="checkbox"/> Run a Part C to B No Match Report in MSIS; indicate any necessary removals on an Indicator 12 Clarification Form and upload to the Indicator 12 folder in SharePoint 	
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TEACHING AND LEADING

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <input type="checkbox"/> Launch Mentoring and Induction Program <input type="checkbox"/> Report Teacher Vacancies to the MDE <input type="checkbox"/> Train Teachers on the Professional Growth System <input type="checkbox"/> Dissemination of The United States Senate Youth Program (USSYP) Applications to LEAs 	

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

ACCREDITATION

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <input type="checkbox"/> Clear any outstanding accreditation citations on record before recommended statuses are taken to the Commission for final assignment <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"> <input type="checkbox"/> MAAP: Fall Registration: enrollment counts for paper materials will be submitted by DTC; ELA and Math – Questar Nextera; Biology and U.S. History (DRC Insight) <input type="checkbox"/> MAAP: Technology Training for setting up Fall testing computers (Questar and DRC) <input type="checkbox"/> MAAP-A: Fall registration will be sent to DTC and Special Education Directors that will be due in October. <input type="checkbox"/> ELPT: ELD Standards and Instruction Training (TBD) <input type="checkbox"/> LBPA: Finish administering Kindergarten Readiness Assessment and K-3 Screener (July 22 – September 24, 2021) 	<ul style="list-style-type: none"> ▪ MDE will begin DTC Webinars to provide overview of fall testing tasks ▪ DRC Insight Customer Support – Science and History: 1-888-476-0264 or MSHelpDesk@datarecognitioncorp.com ▪ Questar Nextera Customer Support – ELA and Math: 1-800-644-4054 or mscustomersupport@questarai.com

COMPULSORY SCHOOL ATTENDANCE

Focus Tasks	MDE Related Supports/Professional Learning Topics

<input type="checkbox"/> Attendance Awareness Month	<ul style="list-style-type: none"> ▪ https://www.attendanceworks.org/
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CTE	
Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <input type="checkbox"/> September 30: Enter CTE placement data into MSIS <input type="checkbox"/> Complete the Local Application Tool (LAT) in Lotus Notes <input type="checkbox"/> Enter CTE student indicators into local package to be uploaded to MSIS for Month 1 student rosters 	<ul style="list-style-type: none"> ▪ Provide training on CTE placement data, the Local Application Tool (LAT) and student indicators through webinars

EARLY CHILDHOOD	
Focus Tasks	MDE Related Supports/Professional Learning Topics
<p>Early Learning Collaborative Sites</p> <ul style="list-style-type: none"> <input type="checkbox"/> REQUIRED: Attend Early Learning Collaborative partner meetings <input type="checkbox"/> Meet with Early Learning Collaborative leads review monitoring documents, rate of readiness, Kindergarten Readiness, continuation application, coaching components, and CLASS policy <input type="checkbox"/> Review Brigance III Developmental Screener with Early Learning Collaborative classrooms to ensure assessment is provided within the timeline <input type="checkbox"/> REQUIRED: Begin face-to-face Brigance III Screeners <input type="checkbox"/> Early childhood virtual coaching begins 	<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"> ▪ MS Early Learning Guidelines and Standards ▪ Introduction to the PreK CLASS (Classroom Assessment Scoring System) Tool ▪ Introduction to the K-3rd CLASS (Classroom Assessment Scoring System) Tool ▪ MTSS for Family Engagement ▪ EL Supports and Resources in Early Childhood ▪ Early Literacy REL Series for Pre-K and Kindergarten ▪ Deep Dive into Virtual Learning

- REQUIRED:** Early Learning Collaborative submission of final classroom daily schedule or distance learning plan due to MDE (enter teacher and assistant teacher’s names on schedules)
- REQUIRED:** Fall face-to-face Kindergarten Readiness testing window (July 22 – September 24)

All Pre-Kindergarten Sites in Schools

- REQUIRED:** Fall face-to-face Kindergarten Readiness testing window (July 22 – September 24)
- Review *Early Learning Guidelines for Classrooms Serving 3 - and 4-Year-Old Children*
- Review *Early Learning Standards for Classrooms Serving Infants through 4-Year-Old Children*
- Conduct hearing, vision, and developmental screenings
- REQUIRED:** Submit Assurances [Forms](#) for *Early Learning Guidelines and Kindergarten Guidelines*
- Conduct Administrator Pre-K and Kindergarten Informal Observation Checklist: [Administrator Look For Checklist](#) if children are attending in-person classes
- Collaborate and communicate with community Head Start and early learning entities
- REQUIRED:** Conduct fall parent-teacher conferences either in-person, by phone or virtually

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

FEDERAL PROGRAMS

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <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 	

<p>purchase order or signed contract) by September 30th and liquidated (items received or services complete) by December 6th</p> <ul style="list-style-type: none"> <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 <input type="checkbox"/> Verify Personnel in MSIS <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) <input type="checkbox"/> Distribute “Family’s Right to Know” <input type="checkbox"/> Review Parent and Family Engagement Policy/Procedure for updates and implementation 	
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GIFTED

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

HEALTHY SCHOOLS/CHILD NUTRITION

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <input type="checkbox"/> School Based Administrative Claiming training module completed by any new staff to be included on roster (participating schools) <input type="checkbox"/> REQUIRED by September 10: submit CN monthly claim for reimbursement <input type="checkbox"/> Conduct monthly Direct Certification (SNAP eligible students) match 	

INTERVENTION

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <input type="checkbox"/> REQUIRED: Ensure all MSIS students have been included in a 20-day meeting <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) <input type="checkbox"/> Students should begin documented intervention time <input type="checkbox"/> Notify parents as students are being placed in Tier II and Tier III interventions 	<ul style="list-style-type: none"> ▪ Culturally and Linguistically Responsive Practices ▪ School-Wide Behavior Systems: A Deep Dive ▪ MTSS/IRP Review ▪ Review utilization of the documentation packet ▪ Implementation of IRP ▪ Discuss MTSS Team Responsibilities <p>This information can be found within the MTSS Guidance Document which is linked below https://mdek12.org/sites/default/files/Offices/MDE/OAE/OEER/Intervention/guidance_document_mtss_june2020.pdf <ul style="list-style-type: none"> ▪ EL Data Review </p>

LIBRARIES/LIBRARIANS

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

LITERACY

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <input type="checkbox"/> Finalize incomplete tasks from August <input type="checkbox"/> Share the School Literacy Plan with principal <input type="checkbox"/> Provide IRP support <input type="checkbox"/> Identify intervention processes utilized 	<ul style="list-style-type: none"> ▪ BOY Data Review with IRP updates ▪ Phonological Awareness and Phonics (Literacy Focus of the Month) ▪ LETRS 3rd Edition Training

<ul style="list-style-type: none"> <input type="checkbox"/> Ensure interventions have begun with fidelity <input type="checkbox"/> Ensure Deficiency Letters (Parent Notification) are sent home <input type="checkbox"/> Include K-4th grade IRP discussions on agendas during data PLCs <input type="checkbox"/> Review/Create Action Plan upon receipt of BOY data <input type="checkbox"/> Conduct Literacy Support School Needs Assessment <input type="checkbox"/> Conduct Literacy Coach Needs Assessment <input type="checkbox"/> Train America Reads Mississippi (ARM) Tutors 	<ul style="list-style-type: none"> ▪ Regional Literacy Trainings ▪ Regional PD Series for Administrators and School Based Coaches: Coaching and Leadership; Coaching Documentation ▪ SMART Goals and Action Plans ▪ Data: Screener and Diagnostic ▪ Shift 1: Text Complexity Training (for teachers) ▪ Ongoing: Writing Galleries, Planning Lessons, 5 Components, Word Walls and Sound Walls, Anchor Charts, Centers/LETRS Kits, Tier I Gaps, Oral Language Development
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MSIS	
Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <input type="checkbox"/> September 30: Summer School files (SSD files) due for participating districts <input type="checkbox"/> September 30: Initial Student Load Transaction files (ISL files) due <input type="checkbox"/> September 30: Each school should have MSIS IDs and ownership of all their students <input type="checkbox"/> September 30, midday: Districts can begin to submit Month 01 MDT & MSD files <input type="checkbox"/> REQUIRED by September 30: Personnel must be entered and approved by each district 	<ul style="list-style-type: none"> ▪ District Timeline ▪ Annual Data Reporting Calendar ▪ Training Class (https://gsmu.mdek12.org/) ▪ MSIS Reference Manuals (https://www.mdek12.org/OTSS/MSIS/MSIS-Manuals)

SAFE AND ORDERLY	
Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <input type="checkbox"/> Conduct monthly fire drills 	

<ul style="list-style-type: none"> <input type="checkbox"/> Ensure Active Shooter drill is conducted within the first 60 days of the start of school <input type="checkbox"/> Conduct tornado drill (2 per school year) 	
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SCHOOL FINANCIAL SERVICES

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

SCHOOL IMPROVEMENT

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <input type="checkbox"/> Request for Funds (<i>1003 Grant Funds Reimbursement</i>) <input type="checkbox"/> Final SIG 1003(g) Competitive Grant Request for Funds <input type="checkbox"/> Review School Improvement Budget <input type="checkbox"/> P16 Community Engagement Council (district/school implementation) <input type="checkbox"/> Identified schools (CSI, TSI, ATSI, SAR) update to local school board 	<ul style="list-style-type: none"> ▪ Team Coaching Support for identified schools ▪ New Principal Training (CSI, TSI, and ATSI Schools)

SECONDARY EDUCATION

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <input type="checkbox"/> Distribution of the “What Every Instructional Leader Needs to Know” resource document 	<ul style="list-style-type: none"> • 2021 Dropout Prevention and Restructuring Guidance • Dropout Prevention Plan Approval Webinar

<input type="checkbox"/> Upload District 2021 Dropout Prevention Plan	<ul style="list-style-type: none"> • More information can be found on the Dropout Prevention and Restructuring Website: https://www.mdek12.org/ESE/Dropout-Prevention • School Counselor Regional Trainings
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SPECIAL EDUCATION

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <input type="checkbox"/> Check the status of IDEA FY22 Funding Application <input type="checkbox"/> Check expenditure reports for any needed revisions to IDEA Funding Applications in MCAPS <input type="checkbox"/> REQUIRED by September 13: Timely submission of IDEA request for funds in MCAPS <input type="checkbox"/> Complete Positive Behavior Specialist Request for Funds <input type="checkbox"/> Complete Educational Interpreter request for funds <input type="checkbox"/> Review/correct information included in the MSIS Personnel Report (based on teacher and student schedules) <input type="checkbox"/> Review/correct MSIS data for SCD population and correct teacher lists <input type="checkbox"/> Send Teacher by Students MSIS lists to teachers for corrections and additions for December 1 Child Count <input type="checkbox"/> September 30: Deadline to submit ESY Request for Reimbursement <input type="checkbox"/> Complete Educable Child applications and upload into SharePoint prior to September 15th (residential placements) <input type="checkbox"/> REQUIRED by September 22: Upload Educable Child Reimbursement Request Forms from August 1 – September 15 (First Pay Period) in SharePoint <input type="checkbox"/> Enter Post-Secondary Outcomes (Indicator 14) in MSIS prior to deadline (mid-September) 	<ul style="list-style-type: none"> ▪ Policies and Procedures located at www.mdek12.org, Office of Special Education ▪ Contact OSE at 601-359-3498 ▪ Training information available on the Trumba calendar, RESA websites and at www.gosignmeup.com ▪ Phonics First trainings offered throughout the year ▪ Special Education Directors Quarterly meeting, September 9th

- Continue Child Outcomes Summary (COS) process for Indicator 7 (This process should be completed over the entire school year, with entries being completed for preschool special education students that are newly enrolled, and exits being completed as students approach their sixth birthday)
- Run a Part C to B No Match Report in MSIS; indicate any necessary removals on an Indicator 12 Clarification Form and upload to the Indicator 12 folder in SharePoint.
- Indicators 11, 12, and 13 opportunities for clarification

TEACHING AND LEADING

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"><input type="checkbox"/> Finalize educators' license upgrades in advance of district October 1 deadline<input type="checkbox"/> Monthly Mentoring and Induction Program Meeting<input type="checkbox"/> Report Teacher Vacancies to the MDE<input type="checkbox"/> Train Teachers on the Professional Growth System and begin informal observations	

OCTOBER

ACCOUNTABILITY	
Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <input type="checkbox"/> October 27: deadline to make any changes to student data in MSIS from the prior academic year; cohort data should be verified prior to the deadline <input type="checkbox"/> REQUIRED: Run cohort report in MSIS for current year and previous 3 years 	<p>The MDE, through the Office of District and School Performance (ODSP) is offering several onsite/virtual trainings for both district-level and school-level stakeholders. The current list of trainings includes, but is not limited to:</p> <ul style="list-style-type: none"> ▪ Accountability Model Training ▪ Data Literacy Training ▪ Accountability Goal Setting Training ▪ Student Monitoring Instrument Training <p>Also offered on the webpage (https://mdek12.org/OA/ODSP) are several online video/document links for both district-level and school-level stakeholders on the ODSP webpage. The current list of resource links includes, but is not limited to:</p> <ul style="list-style-type: none"> ▪ Accountability Model for Your Local PTA ▪ Accountability Model for Your School Leadership Team ▪ Accountability Model for Your Community Partners ▪ School-Level Student Monitoring Instrument (700 point) ▪ School-Level Student Monitoring Instrument (1000 point) <p>To meet the needs of school leaders today, the ODSP will also offer two virtual meeting spaces for school and district leaders that do not require a set commitment beforehand:</p> <ul style="list-style-type: none"> ▪ Monthly Support Webinars that are topic-based and offered various times during that month ▪ Weekly Drop-In Virtual Office Hours that are role-specific with set dates/times so you can easily add them to your calendar

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

ACCREDITATION

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <input type="checkbox"/> Clear any outstanding accreditation citations on record before recommended statuses are taken to the Commission for final assignment <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"> • All: Fall DTC Training will be virtual in MS Teams. • MAAP: District Month 1 Data is to be submitted to MSIS (we use this for Pre-ID files to be sent to Vendors for Fall Testing) • Questar Nextera and DRC Insight: Administration Window Opens for Fall administrations (DTCs/STCs can set up testing sessions, enter accommodations, etc.) • MAAP-A: Verify the enrollment count with the district • ELPT: Identification of potential ELs (ongoing) • LBPA: Complete K-3 Screener requirements (upload BOY universal screener data, the selection notification and grant application for approved screeners, and an invoice for PreK-3rd grade screeners) (October 1) 	<ul style="list-style-type: none"> ▪ DRC Insight Customer Support – Science and History: 1-888-476-0264 or MSHelpDesk@datarecognitioncorp.com ▪ Questar Nextera Customer Support – ELA and Math: 1-800-644-4054 or mscustomersupport@questarai.com ▪ ACT Customer Support – General and Technical Inquiries: 1-800-553-6244x2800 www.act.org/stateanddistrict/contactus Accommodations and/or EL Supports: 1-800-553-6244x1788 ACTStateAccoms@act.org

<ul style="list-style-type: none"> • ACT: 2021 information is rolled over in PearsonAccessNext <ul style="list-style-type: none"> ○ Update STC accounts and contact information in PearsonAccessNext • MDE Test Security: You may complete and upload test security plans or you may do this later for this year; however, if you are participating in the Fall EOC, an addendum must be submitted from your fall 2020 plan. More information will be provided to the DTCs. 	
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COMPULSORY SCHOOL ATTENDANCE	
Focus Tasks	MDE Related Supports/Professional Learning Topics
<input type="checkbox"/> Summer Activity Report will be initiated by OTSS and Accountability	

CTE	
Focus Tasks	MDE Related Supports/Professional Learning Topics
<input type="checkbox"/> Verify CTE student indicator data on MSIS rosters <input type="checkbox"/> Complete Perkins equipment plan in Lotus Notes and begin purchasing once the plan is approved	

EARLY CHILDHOOD	
Focus Tasks	MDE Related Supports/Professional Learning Topics

Early Learning Collaborative Sites

- REQUIRED:** Attend Early Learning Collaborative partner meetings
- Meet with Early Learning Collaborative leads review monitoring documents, rate of readiness, Kindergarten Readiness, continuation application, coaching components, and CLASS policy
- Review Brigance III Developmental Screener with Early Learning Collaborative classrooms to ensure assessment is provided within the timeline
- REQUIRED:** Begin face-to-face Brigance III Screeners in collaborative classrooms
- Early childhood virtual coaching begins
- REQUIRED:** Early Learning Collaborative submission of final classroom daily schedule or distance learning plan due to MDE (enter teacher and assistant teacher's names on schedules)
- REQUIRED:** Annual NIEER (National Intuition of Early Education) Data Survey sent to Early Learning Collaboratives
- Maintain Administrative monitoring documents for collaborative classrooms provided by MDE

All Pre-Kindergarten Sites in Schools

- Review *Early Learning Standards for Classrooms Serving Infants through 4-Year-Old Children*
- REQUIRED:** Submit Assurances [Forms](#) for *Early Learning Guidelines and Kindergarten Guidelines*
- Review Brigance III and Kindergarten Readiness available for all children
- Collaborate and communicate with community Head Start and early learning entities
- REQUIRED:** Conduct fall parent-teacher conferences in-person, by phone or virtually

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

- MTSS for Family Engagement
- MS Early Learning Guidelines and Standards
- Introduction to the PreK CLASS (Classroom Assessment Scoring System) Tool
- Introduction to the K-3rd CLASS (Classroom Assessment Scoring System) Tool
- EL Supports and Resources in Early Childhood
- Deep Dive into Virtual Learning
- Early Literacy: REL Series for Pre-K and Kindergarten

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

FEDERAL PROGRAMS

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <input type="checkbox"/> Conduct Annual Fixed Asset Inventory Check according to district policy <input type="checkbox"/> Verify Personnel in MSIS <input type="checkbox"/> Verify Month 1 data in student data package (i.e., EL, Immigrant, Homeless, Migrant, neglected and delinquent) identifying students before it has been saved by the MSIS Primary User (On-going/should be done monthly prior to MSIS monthly approval) <input type="checkbox"/> Collect all Title I Home School Compact <input type="checkbox"/> Annual Title I Meeting <input type="checkbox"/> October 15: Title I Comparability Report due 	

GIFTED

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

HEALTHY SCHOOLS/CHILD NUTRITION

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

INTERVENTION

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <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 <input type="checkbox"/> Schedule meetings for students who may need to be referred for Tier II or Tier III interventions <input type="checkbox"/> Schedule documented review meetings for students receiving Tier II (conducted no later than four weeks after implementation) <input type="checkbox"/> Provide work samples <input type="checkbox"/> REQUIRED: Complete appropriate documentation <input type="checkbox"/> REQUIRED by October 22: Screen ALL first-grade students for dyslexia utilizing one of the state-approved dyslexia screeners <input type="checkbox"/> Conduct EL quarterly meetings 	<ul style="list-style-type: none"> ▪ Foundational Skills (Phonological Awareness) ▪ Content Instruction: Building Reading Skills ▪ EL-strategies for increasing vocabulary and oral language in LEP ELs ▪ Early Warning System Training ▪ Dyslexia Screener Guidance and Review ▪ The MTSS Professional Development Request Form can be found at the following link https://mdek12.org/OAE/OEER/InterventionServices

LIBRARIES/LIBRARIANS

Focus Tasks	MDE Related Supports/Professional Learning Topics

LITERACY

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <input type="checkbox"/> Send home Deficiency Letters (Parent Notification) 	<ul style="list-style-type: none"> ▪ Vocabulary (Literacy Focus of the Month)

<ul style="list-style-type: none"> <input type="checkbox"/> Identify students who may qualify for a Good Cause Exemption <input type="checkbox"/> Review intervention progress for 20-day students and 4th grade Good Cause Exemptions <input type="checkbox"/> Review prior year MAAP data 	<ul style="list-style-type: none"> ▪ LETRS 3rd Edition ▪ Text Dependent Questions ▪ Anchor Charts ▪ Explicit Lesson Planning for Whole Group and Small Group (tied to MS-CCRS) ▪ Progress Monitoring ▪ Data-Based Decision Making ▪ Reading-Writing Connection ▪ Identifying Deficiencies and Implementing Interventions
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MSIS	
Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <input type="checkbox"/> REQUIRED by October 10: Districts must clear Month 01 MSD files <input type="checkbox"/> REQUIRED by October 15: District Financial Data Submission due <i>Note: On October 16, a report is generated to Auditor's Office and State Superintendent of all districts that have not submitted</i> <input type="checkbox"/> After Month 01 MSD files are approved and completed, districts will be able to verify personnel in MSIS <ul style="list-style-type: none"> ○ This is the first opportunity for districts to verify personnel ○ During the month of October, districts should correct any personnel issues and continue to update & approve personnel in MSIS <input type="checkbox"/> Districts should run their Accreditation Edits report <input type="checkbox"/> Districts should run their MAEP Edits reports 	<ul style="list-style-type: none"> ▪ District Timeline ▪ Annual Data Reporting Calendar ▪ Training Class (https://gsmu.mdek12.org/) ▪ MSIS Reference Manuals (https://www.mdek12.org/OTSS/MSIS/MSIS-Manuals)

SAFE AND ORDERLY

Focus Tasks	MDE Related Supports/Professional Learning Topics
<input type="checkbox"/> Conduct monthly fire drills	

SCHOOL FINANCIAL SERVICES

Focus Tasks	MDE Related Supports/Professional Learning Topics
<input type="checkbox"/> Ad Valorem Tax Request Worksheet <input type="checkbox"/> Request reimbursement for National Board process cost fee and moving expense <input type="checkbox"/> Required by October 15: Financial Exchange Transaction System (FETS) Data, Revenue Verification Form, Fund Balance Report, Cash Flow Report, Amended Budget FY2021 (combined & combining-signed) <input type="checkbox"/> Master Teacher Certification input into MSIS to meet full salary supplement eligibility requirement <input type="checkbox"/> Revenue Reconciliation Form	

SCHOOL IMPROVEMENT

Focus Tasks	MDE Related Supports/Professional Learning Topics
<input type="checkbox"/> Request for Funds (<i>1003 Grant Funds Reimbursement</i>) <input type="checkbox"/> P16 Community Council Engagement Focus Group <input type="checkbox"/> 1003 School Plan Implementation Progress Check <input type="checkbox"/> Identified schools (CSI, TSI, ATSI, SAR) update to local school board	<ul style="list-style-type: none"> ▪ Monthly Site Visits – (including but not limited to classroom instructional observations, feedback to principals and teachers, data discussions, 1003 plan review) ▪ School Improvement Facilitators Virtual Office Hour ▪ Assistant Principal Training (CSI, TSI, and ATSI Schools) ▪ P-16 Implementation/Guidance Webinar

	<ul style="list-style-type: none"> ▪ Cross-State High School Collaborative- MS Network Meeting with Everyone Graduates Center/Johns Hopkins University ▪ SMART Goal Training (School/District Teams) ▪ Webinar: Overview of Annual Interview process for CSI schools
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SECONDARY EDUCATION

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <input type="checkbox"/> Verification of Suicide/Bullying Prevention Training as outlined in HB 263 <input type="checkbox"/> District submission of online courses for MDE Mississippi Online Course Application (MOCA) review <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 	<ul style="list-style-type: none"> ▪ Dr. Chancey Fort at cfort@mdek12.org and MDE resources. Refer to the Improving The Mental Health of Mississippi's Children and Youth Guide at https://www.mdek12.org/ESE/secondary-education/suicide-bullying-prevention for specific directions with verifying completed training. • Further Information on MOCA https://www.mdek12.org/ESE/OCA

SPECIAL EDUCATION

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <input type="checkbox"/> Begin MSIS entries for December 1 Child Count using teacher corrections and additions sent in September <input type="checkbox"/> Begin verification/correction of teacher/student schedule conflicts to submit by November 1 (Month 02 submission) <input type="checkbox"/> Check expenditure reports for any needed revisions to IDEA Funding Applications in MCAPS <input type="checkbox"/> REQUIRED by October 12: Timely submission of IDEA request for funds in MCAPS <input type="checkbox"/> Check and verify IEP Progress Reports and verify that reports were sent home 	<ul style="list-style-type: none"> ▪ Policies and Procedures located at www.mdek12.org, Office of Special Education ▪ Contact OSE at 601-359-3498 ▪ Training information available on the Trumba calendar, RESA websites and at www.gosignmeup.com ▪ Phonics First trainings offered throughout the year ▪ New SPED Directors' EDGAR overview – TBA ▪ Parent Conference/Bureau of Parent Engagement – October 7th

<ul style="list-style-type: none"> <input type="checkbox"/> Complete ESY training and remind teachers to collect ESY data for at least 2 different breaks of at least 1 week each <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) <input type="checkbox"/> Run a Part C to B No Match Report in MSIS; indicate any necessary removals on an Indicator 12 Clarification Form and upload to the Indicator 12 folder in SharePoint <input type="checkbox"/> Complete Educable Child applications and upload into SharePoint prior to November 19th (residential placements) 	
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TEACHING AND LEADING

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <input type="checkbox"/> Attend in-person professional development for Office of Teaching and Leading Updates/Stakeholder Meeting <input type="checkbox"/> Required by October 1: Submission of Appendix B: Annual Report Form for Superintendent of Education for Reporting Infractions Under Miss. Code Ann. §37-3-2 <input type="checkbox"/> MDE Mississippi Administrator and Teacher of the Year Application Disseminated to Local School Districts <input type="checkbox"/> The United States Senate Youth Program (USSYP) Applications Due 	



NOVEMBER

ACCOUNTABILITY	
Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <input type="checkbox"/> REQUIRED: Run cohort report in MSIS for current year and previous 3 years 	<p>The MDE, through the Office of District and School Performance (ODSP) is offering several onsite/virtual trainings for both district-level and school-level stakeholders. The current list of trainings includes, but is not limited to:</p> <ul style="list-style-type: none"> ▪ Accountability Model Training ▪ Data Literacy Training ▪ Accountability Goal Setting Training ▪ Student Monitoring Instrument Training <p>Also offered on the webpage (https://mdek12.org/OA/ODSP) are several online video/document links for both district-level and school-level stakeholders on the ODSP webpage. The current list of resource links includes, but is not limited to:</p> <ul style="list-style-type: none"> ▪ Accountability Model for Your Local PTA ▪ Accountability Model for Your School Leadership Team ▪ Accountability Model for Your Community Partners ▪ School-Level Student Monitoring Instrument (700 point) ▪ School-Level Student Monitoring Instrument (1000 point) <p>To meet the needs of school leaders today, the ODSP will also offer two virtual meeting spaces for school and district leaders that do not require a set commitment beforehand:</p> <ul style="list-style-type: none"> ▪ Monthly Support Webinars that are topic-based and offered various times during that month

	<ul style="list-style-type: none"> ▪ Weekly Drop-In Virtual Office Hours that are role-specific with set dates/times so you can easily add them to your calendar <p>All times and access information will be listed under the Resources tab on the ODSP page (https://mdek12.org/OA/ODSP).</p>
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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"> • MAAP: Fall STC Training Webinars (Questar and DRC) • Questar Nextera and DRC Insight: Administration Window Opens for Fall administrations (DTCs/STCs can set up testing sessions, enter accommodations, etc.) • MAAP: End-of-Course Fall Test Window (November 29 – January 14); Questar and DRC <ul style="list-style-type: none"> ○ Additional Order Window opens for ordering testing material (Large Print, Braille, etc.) • MAAP-A: Fall Re-Test Window (November 29 – December 10; Fall (4X4 only or for students needing PL2-3 for Alternate Diploma)) • LBPA: Administer Middle of Year (MOY) K-3 Screeners (November 29 – January 21) • ELPT: Order form available for paper-based, braille, and large-print test materials (November 30) <ul style="list-style-type: none"> ○ ELPT Administration Training Invitation (Tentative November 25) 	<ul style="list-style-type: none"> ▪ DRC Insight Customer Support – Science and History: 1-888-476-0264 or MSHelpDesk@datarecognitioncorp.com ▪ Questar Nextera Customer Support – ELA and Math: 1-800-644-4054 or mscustomersupport@questarai.com ▪ ACT Customer Support – General and Technical Inquiries: 1-800-553-6244x2800 www.act.org/stateanddistrict/contactus Accommodations and/or EL Supports: 1-800-553-6244x1788 ACTStateAccoms@act.org ▪ ACT Mississippi Website The ACT

<ul style="list-style-type: none"> <input type="checkbox"/> ACT: ACT Webinar – Training – November 16 by ACT PearsonAccessNext opens for ACT administrative tasks <ul style="list-style-type: none"> ○ Manage Participation for ACT in PearsonAccessNext ○ Attend test administration and accommodations Q & A webinars ○ Begin requesting ACT authorized accommodations through ACT's Test Accessibility and Accommodations System ○ Verify student enrollment ○ Complete online site readiness tasks to ensure online testing is supported ● MDE Test Security: Upload a testing schedule for the MAAP Fall Administration; Testing Audits ● Upload reports to Caveon Core during testing (irregularity, district request forms, etc.) 	
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COMPULSORY SCHOOL ATTENDANCE

Focus Tasks	MDE Related Supports/Professional Learning Topics

CTE

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <input type="checkbox"/> Verify CTE student indicator data on MSIS rosters <input type="checkbox"/> Continue Perkins equipment and other costs purchases and submit reimbursement requests by established deadlines <input type="checkbox"/> Review CTE District Summary Report Data for the previous school year and complete improvement plans as required 	

- Begin collecting student interest data and labor market data to assist in determining new and conversion CTE programs for the next school year

EARLY CHILDHOOD

Focus Tasks

Early Learning Collaborative Sites

- Meet with Early Learning Collaborative leads review monitoring documents, rate of readiness, Kindergarten Readiness, continuation application, coaching components, and CLASS policy
- REQUIRED:** Attend Early Learning Collaborative partner meetings
- Review Brigance III Developmental Screener with Early Learning Collaborative classrooms to ensure assessment is provided within the timeline
- Deadline to enter ALL Brigance III data input in BOMS (Brigance Online Monitoring System)
- REQUIRED:** Administrative virtual monitoring begins

All Pre-Kindergarten Sites in Schools

- Review *Early Learning Guidelines for Classrooms Serving 3 - and 4-Year-Old Children*
- Review *Early Learning Standards for Classrooms Serving Infants through 4-Year-Old Children*
- Review Informal Observation Checklist: [Administrator Look For Checklist](#)
- Collaborate and communicate with community Head Start and early learning entities

MDE Related Supports/Professional Learning Topics

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

- MTSS for Early Childhood
- Deep Dive into Virtual Learning
- Introduction to the PreK CLASS (Classroom Assessment Scoring System) Tool
- Introduction to the K-3rd CLASS (Classroom Assessment Scoring System) Tool
- EL Supports and Resources in Early Childhood
- Early Literacy: REL Series for Pre-K and Kindergarten

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

FEDERAL PROGRAMS

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <input type="checkbox"/> Finalize personnel in MSIS <input type="checkbox"/> Verify Month 2 data in student data package (i.e., EL, Immigrant, Homeless, Migrant, neglected and delinquent) identifying students before it has been saved by the MSIS Primary User (On-going/should be done monthly prior to MSIS monthly approval) <input type="checkbox"/> Annual Count Survey of Neglected and Delinquent Institution <input type="checkbox"/> Consolidated State Performance Report (CSPR) Surveys due 	

GIFTED

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <input type="checkbox"/> Finalized GEP Class Roles and Schedules uploaded to MSIS <input type="checkbox"/> Begin universal screening <input type="checkbox"/> Scheduled GEP Monitoring begins (<i>Monitoring for SY 2021-2022 academic year will be conducted virtually/onsite.</i>) 	

HEALTHY SCHOOLS/CHILD NUTRITION

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

INTERVENTION

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <input type="checkbox"/> REQUIRED: Conduct cumulative documented review meetings for Tier II students (conducted no later than 8 weeks after implementation) <input type="checkbox"/> REQUIRED: Conduct TST meetings for the first documented review for Tier III students (conducted no later than eight weeks after implementation) 	<ul style="list-style-type: none"> ▪ Tier II Behavior ▪ EL and MTSS Classroom Walkthrough and Leadership Team Debrief ▪ Accommodations/Modifications ▪ Access for All Guide 2.0 can be found at the following link https://www.mdek12.org/OAE/2019-Access-for-All-Guide

LIBRARIES/LIBRARIANS

Focus Tasks	MDE Related Supports/Professional Learning Topics

LITERACY

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <input type="checkbox"/> ARM documentation due <input type="checkbox"/> Check and assist in classroom library set up <input type="checkbox"/> Check and assist in posting student work with MSCCRS <input type="checkbox"/> November 1: Submit School Literacy Action Plan <input type="checkbox"/> Review Monthly Log (time spent first semester) <input type="checkbox"/> Update Action Plans 	<ul style="list-style-type: none"> ▪ Oral Reading and Fluency (Literacy Focus of the Month) ▪ Shift 2 Training: Evidence (PD Menu) ▪ LETRS 3rd Edition

MSIS

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

SAFE AND ORDERLY

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <input type="checkbox"/> Conduct monthly fire drills 	

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	
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SCHOOL IMPROVEMENT

Focus Tasks	MDE Related Supports/Professional Learning Topics
<input type="checkbox"/> Request for Funds (<i>1003 Grant Funds Reimbursement</i>) <input type="checkbox"/> Annual Interview for CSI schools <input type="checkbox"/> CSI Plan Implementation Review with District Leaders <input type="checkbox"/> Identified schools (CSI, TSI, ATSI, SAR) update to local school board	<ul style="list-style-type: none"> ▪ Monthly Site Visits – (including but not limited to classroom instructional observations, feedback to principals and teachers, data discussions, 1003 plan review) ▪ Virtual Touchpoint Meeting with CSI Schools (1003 Plan Implementation Review)

SECONDARY EDUCATION

Focus Tasks	MDE Related Supports/Professional Learning Topics
<input type="checkbox"/> May begin submitting through SharePoint MDE Reimbursement for Accelerated Assessments in accordance with House Bill 1643	<ul style="list-style-type: none"> ▪ Contact Wendy Clemons at wclemons@mdek12.org

SPECIAL EDUCATION

Focus Tasks	MDE Related Supports/Professional Learning Topics
<input type="checkbox"/> Check expenditure reports for any needed revisions to IDEA Funding Applications in MCAPS <input type="checkbox"/> REQUIRED by November 12: Timely submission of IDEA request for funds in MCAPS <input type="checkbox"/> Complete MSIS entries for December 1 Child Count and check for missing information and correctness	<ul style="list-style-type: none"> ▪ Policies and Procedures located at www.mdek12.org, Office of Special Education ▪ Contact OSE at 601-359-3498 ▪ Training information available on the Trumba calendar, RESA websites and at www.gosignmeup.com ▪ Phonics First trainings offered throughout the year

<ul style="list-style-type: none"> <input type="checkbox"/> Continue verification/correction process of teacher/student schedule conflicts to submit by December 1 (month 3 submission) <input type="checkbox"/> Request any necessary Special Education Teacher forces in MSIS <input type="checkbox"/> REQUIRED prior to November 19: Complete Educable Child applications and upload into SharePoint (residential placements) <input type="checkbox"/> REQUIRED by November 30: Upload Educable Child Reimbursement Request Forms from September 16 – November 11 (Second Pay Period) in SharePoint <input type="checkbox"/> REQUIRED by November 30 (or last day for December 1 submission): run Teacher/Student Pre-Cutoff Report prior to MSIS taking December 1 snapshot <input type="checkbox"/> REQUIRED by November 30/December 1: Data due for Indicators 5, 6, 9 and 10 <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) <input type="checkbox"/> Run a Part C to B No Match Report in MSIS; indicate any necessary removals on an Indicator 12 Clarification Form and upload to the Indicator 12 folder in SharePoint. 	<ul style="list-style-type: none"> ▪ Parent Engagement and Support Training - TBA ▪ Extended School Year (ESY) training – TBA ▪ Legal Symposium – November 3rd
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TEACHING AND LEADING	
Focus Tasks	MDE Related Supports/Professional Learning Topics



DECEMBER

ACCOUNTABILITY	
Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <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 <input type="checkbox"/> REQUIRED: Run cohort report in MSIS for current year and previous 3 years 	<p>The MDE, through the Office of District and School Performance (ODSP) is offering several onsite/virtual trainings for both district-level and school-level stakeholders. The current list of trainings includes, but is not limited to:</p> <ul style="list-style-type: none"> ▪ Accountability Model Training ▪ Data Literacy Training ▪ Accountability Goal Setting Training ▪ Student Monitoring Instrument Training <p>Also offered on the webpage (https://mdek12.org/OA/ODSP) are several online video/document links for both district-level and school-level stakeholders on the ODSP webpage. The current list of resource links includes, but is not limited to:</p> <ul style="list-style-type: none"> ▪ Accountability Model for Your Local PTA ▪ Accountability Model for Your School Leadership Team ▪ Accountability Model for Your Community Partners ▪ School-Level Student Monitoring Instrument (700 point) ▪ School-Level Student Monitoring Instrument (1000 point) <p>To meet the needs of school leaders today, the ODSP will also offer two virtual meeting spaces for school and district leaders that do not require a set commitment beforehand:</p> <ul style="list-style-type: none"> ▪ Monthly Support Webinars that are topic-based and offered various times during that month

	<ul style="list-style-type: none"> ▪ Weekly Drop-In Virtual Office Hours that are role-specific with set dates/times so you can easily add them to your calendar <p>All times and access information will be listed under the Resources tab on the ODSP page (https://mdek12.org/OA/ODSP).</p>
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ACCREDITATION

Focus Tasks	MDE Related Supports/Professional Learning Topics
<input type="checkbox"/> Prepare corrective action plan (template provided by Office of Accreditation) for local board approval, MDE program office approval and SBE approval	

ASSESSMENT

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> • MAAP: Fall Test Window (November 29 – January 14) • MAAP-A: Fall Re-Test Window (November 29 – December 10; Fall (4X4 only or for students needing PL2-3 for Alternate Diploma)) • ELPT: Deadline to register two certificated persons per district for the ELPT Test Setup and Administration Training (December 17) <ul style="list-style-type: none"> ○ Districts must complete the EL Roster Screen in the Federal Programs Module prior to December 24, 2021. • LBPA: Administer Middle of Year (MOY) K-3 Screeners (November 29 – January 21) • ACT: ACT Webinar – Training – December 14 by ACT Request ACT authorized accommodations through ACT's Test Accessibility and Accommodations System <ul style="list-style-type: none"> ○ Verify student enrollment 	<ul style="list-style-type: none"> ▪ DRC Insight Customer Support – Science and History: 1-888-476-0264 or MSHelpDesk@datarecognitioncorp.com ▪ Questar Nextera Customer Support – ELA and Math: 1-800-644-4054 or mscustomersupport@questarai.com ▪ ACT Customer Support – General and Technical Inquiries: 1-800-553-6244x2800 www.act.org/stateanddistrict/contactus Accommodations and/or EL Supports: 1-800-553-6244x1788 ACTStateAccoms@act.org ▪ ACT – Mississippi Information Tab The ACT

<ul style="list-style-type: none"> ○ Complete online site readiness tasks to ensure online testing is supported ● MDE Test Security: Upload testing irregularity reports during testing window; sign and upload test security documents 	
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COMPULSORY SCHOOL ATTENDANCE

Focus Tasks	MDE Related Supports/Professional Learning Topics

CTE

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <input type="checkbox"/> Verify CTE student indicator data on MSIS rosters <input type="checkbox"/> Continue Perkins equipment and other costs purchases and submit reimbursement requests by established deadlines <input type="checkbox"/> Review CTE District Summary Report Data for the previous school year and complete improvement plans as required <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 	

EARLY CHILDHOOD

Focus Tasks	MDE Related Supports/Professional Learning Topics
<p>Early Learning Collaborative Sites</p> <ul style="list-style-type: none"> <input type="checkbox"/> REQUIRED: Annual NIEER data survey due to MDE 	<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"> ▪ MTSS for Family Engagement

- REQUIRED:** Maintain administrative monitoring documents for collaborative classrooms provided by MDE
- REQUIRED:** Attend Early Learning Collaborative partner meetings
- Meet with Early Learning Collaborative leads review monitoring documents, rate of readiness, Kindergarten Readiness, continuation application, coaching components, and CLASS policy
- Review Brigance III Developmental Screener with Early Learning Collaborative classrooms to ensure assessment is provided within the timeline

All Pre-Kindergarten Sites in Schools

- Review *Early Learning Guidelines for Classrooms Serving 3 - and 4-Year-Old Children*
- Review *Early Learning Standards for Classrooms Serving Infants through 4-Year-Old Children*
- REQUIRED:** Submit Assurances Forms *Early Learning Guidelines and Kindergarten Guidelines*
- REQUIRED:** Conduct mid-year parent-teacher conferences in-person, by phone or virtually
- Collaborate and communicate with community Head Start and early learning entities

- Introduction to the PreK CLASS (Classroom Assessment Scoring System) Tool
- Introduction to the K-3rd CLASS (Classroom Assessment Scoring System) Tool
- EL Supports and Resources in Early Childhood
- Deep Dive into Virtual Learning

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

FEDERAL PROGRAMS

Focus Tasks

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

MDE Related Supports/Professional Learning Topics

GIFTED

Focus Tasks	MDE Related Supports/Professional Learning Topics
<input type="checkbox"/> By December 10: GEP Teacher Unit Allocation Data (Student Number) finalized	

HEALTHY SCHOOLS/CHILD NUTRITION

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

INTERVENTION

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

LIBRARIES/LIBRARIANS

Focus Tasks	MDE Related Supports/Professional Learning Topics
<input type="checkbox"/> Conduct school-wide student and teacher surveys	School Library Guide 3.8 <ul style="list-style-type: none">▪ Using communication tools to promote reading program

<ul style="list-style-type: none"> <input type="checkbox"/> Meet with Library Advocacy Committee to discuss future needs of the school library program 	<ul style="list-style-type: none"> ▪ Strategies for collaborating with teachers and school community members <p>School Library Guide 6.8</p> <ul style="list-style-type: none"> ▪ Collaborative strategies that promote student success across multiple curriculum
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LITERACY

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <input type="checkbox"/> Collect teacher attendance data (for comprehensive report) <input type="checkbox"/> Update Comprehensive Report <input type="checkbox"/> Survey of MDE Coaching Supports 	<ul style="list-style-type: none"> ▪ Comprehension (Literacy Focus of the Month) ▪ Close Reading ▪ HOT questions ▪ LETRS 3rd Edition

MSIS

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <input type="checkbox"/> MAEP and Accreditation edits are run as districts are approved <input type="checkbox"/> On December 1st only DSD files are processed, all other files are held until the next day for processing <input type="checkbox"/> Snapshot of December 1 Special Education data is taken <input type="checkbox"/> REQUIRED by December 10: Districts must clear Month 03 MSD files <input type="checkbox"/> By December 10: All districts (public, non-public, and special) should have all personnel data entered in MSIS so that the data will be included on the snapshot and all year-end personnel reports can run from the snapshot data 	<ul style="list-style-type: none"> ▪ District Timeline ▪ Annual Data Reporting Calendar ▪ Training Class (https://gsmu.mdek12.org/) ▪ MSIS Reference Manuals (https://www.mdek12.org/OTSS/MSIS/MSIS-Manuals)

<ul style="list-style-type: none"> <input type="checkbox"/> Districts will continue to make updates to personnel in MSIS until the deadline on December 10 at which time the rights to General/Schedule Entry screen are taken away from the districts <ul style="list-style-type: none"> ○ Districts can make updates to Personnel only if requested to do so by a program office in MDE ○ Access to Special Education Student Update Screen is removed 	
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SAFE AND ORDERLY	
Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <input type="checkbox"/> Conduct monthly fire drills 	

SCHOOL FINANCIAL SERVICES	
Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <input type="checkbox"/> Request reimbursement for National Board process cost fee and moving expense <input type="checkbox"/> By December 10: All districts (public, non-public, and special) should have all personnel data entered in MSIS so that the data will be included on the snapshot and all year-end personnel reports can run from the snapshot data 	

SCHOOL IMPROVEMENT	
Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <input type="checkbox"/> Request for Funds (<i>1003 Grant Funds Reimbursement</i>) <input type="checkbox"/> Identified schools (CSI, TSI, ATSI, SAR) update to local school board 	<ul style="list-style-type: none"> ▪ Monthly Site Visits – (including but not limited to classroom instructional observations, feedback to principals and teachers, data discussions, 1003 plan review) ▪ School Improvement Facilitators Virtual Office Hour

SECONDARY EDUCATION

Focus Tasks	MDE Related Supports/Professional Learning Topics
<input type="checkbox"/> Submission of District of Innovation Plan for FY22	

SPECIAL EDUCATION

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <input type="checkbox"/> Check expenditure reports for any needed revisions to IDEA Funding Applications in MCAPS <input type="checkbox"/> REQUIRED by December 8: Timely submission of IDEA request for funds in MCAPS <input type="checkbox"/> REQUIRED: Final check for MSIS TU Edit Report; no corrections after December 10 <input type="checkbox"/> Submit verification form for December 1 count via SharePoint and run Post-Cutoff Report for final December 1 count (OSE will send notification and post form) <input type="checkbox"/> Send Semi-Annual Certification forms to schools for all 100% IDEA federally paid employees: complete by the last day of the 1st semester (EDGAR requirement - keep on file at district office) <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) <input type="checkbox"/> Run a Part C to B No Match Report in MSIS; indicate any necessary removals on an Indicator 12 Clarification Form and upload to the Indicator 12 folder in SharePoint. 	<ul style="list-style-type: none"> ▪ Policies and Procedures located at www.mdek12.org, Office of Special Education ▪ Contact OSE at 601-359-3498 ▪ Training information available on the Trumba calendar, RESA websites and at www.gosignmeup.com ▪ Phonics First trainings offered throughout the year ▪ Parent Engagement and Support Training - TBA

TEACHING AND LEADING

Focus Tasks	MDE Related Supports/Professional Learning Topics



JANUARY

ACCOUNTABILITY

Focus Tasks	MDE Related Supports/Professional Learning Topics
<p><input type="checkbox"/> REQUIRED: Run cohort report in MSIS for current year and previous 3 years</p>	<p>The MDE, through the Office of District and School Performance (ODSP) is offering several onsite/virtual trainings for both district-level and school-level stakeholders. The current list of trainings includes, but is not limited to:</p> <ul style="list-style-type: none"> ▪ Accountability Model Training ▪ Data Literacy Training ▪ Accountability Goal Setting Training ▪ Student Monitoring Instrument Training <p>Also offered on the webpage (https://mdek12.org/OA/ODSP) are several online video/document links for both district-level and school-level stakeholders on the ODSP webpage. The current list of resource links includes, but is not limited to:</p> <ul style="list-style-type: none"> ▪ Accountability Model for Your Local PTA ▪ Accountability Model for Your School Leadership Team ▪ Accountability Model for Your Community Partners ▪ School-Level Student Monitoring Instrument (700 point) ▪ School-Level Student Monitoring Instrument (1000 point) <p>To meet the needs of school leaders today, the ODSP will also offer two virtual meeting spaces for school and district leaders that do not require a set commitment beforehand:</p> <ul style="list-style-type: none"> ▪ Monthly Support Webinars that are topic-based and offered various times during that month

	<ul style="list-style-type: none"> ▪ Weekly Drop-In Virtual Office Hours that are role-specific with set dates/times so you can easily add them to your calendar <p>All times and access information will be listed under the Resources tab on the ODSP page (https://mdek12.org/OA/ODSP).</p>
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ACCREDITATION

Focus Tasks	MDE Related Supports/Professional Learning Topics
<input type="checkbox"/> Submit class size waiver request	

ASSESSMENT

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> • MAAP: Spring Registration: enrollment counts for paper materials will be submitted by DTC; ELA and Math – Questar Nextera; Science, Biology and U.S. History (DRC Insight) • MAAP-A: Teacher training via face to face or webinar • ELPT: ELPT Technology Webinar for district technology directors (January 20) <ul style="list-style-type: none"> ○ District technology contacts receive user credentials for DRC INSIGHT (January 21-22) ○ DTCs receive usernames/passwords for DRC INSIGHT (January 19) ○ Paper-based testing order forms due to DRC from DTCs (January 15) • LBPA: Finish administering MOY K-3 Screeners (November 29 – January 21) • ACT: Webinar hosted by ACT – January 25, 2022 	<ul style="list-style-type: none"> ▪ DRC Insight Customer Support – Science and History: 1-888-476-0264 or MSHelpDesk@datarecognitioncorp.com ▪ Questar Nextera Customer Support – ELA and Math: 1-800-644-4054 or mscustomersupport@questarai.com ▪ ACT Customer Support – General and Technical Inquiries: 1-800-553-6244x2800 www.act.org/stateanddistrict/contactus Accommodations and/or EL Supports: 1-800-553-6244x1788 ACTStateAccoms@act.org

<p>Request ACT authorized accommodations through ACT’s Test Accessibility and Accommodations System</p> <ul style="list-style-type: none"> ○ Verify student enrollment ○ Complete online site readiness tasks to ensure online testing is supported 	
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COMPULSORY SCHOOL ATTENDANCE

Focus Tasks	MDE Related Supports/Professional Learning Topics

CTE

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <input type="checkbox"/> Verify CTE student indicator data on MSIS rosters <input type="checkbox"/> Continue Perkins equipment and other costs purchases and submit reimbursement requests by established deadlines <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 	

EARLY CHILDHOOD

Focus Tasks	MDE Related Supports/Professional Learning Topics
<p>Early Learning Collaborative Sites</p> <ul style="list-style-type: none"> <input type="checkbox"/> Meet with Early Learning Collaborative leads review monitoring documents, rate of readiness, Kindergarten Readiness², continuation application, coaching components, and CLASS policy 	<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"> ▪ My Pleasure

<ul style="list-style-type: none"> <input type="checkbox"/> REQUIRED: Attend Early Learning Collaborative partner meetings <p>All Pre-Kindergarten Sites in Schools</p> <ul style="list-style-type: none"> <input type="checkbox"/> REQUIRED: Conduct mid-year parent-teacher conferences <input type="checkbox"/> Review <i>Early Learning Guidelines for Classrooms Serving 3 - and 4-Year-Old Children</i> <input type="checkbox"/> Review <i>Early Learning Standards for Classrooms Serving Infants through 4-Year-Old Children</i> <input type="checkbox"/> Conduct Administrator Pre-K and Kindergarten Informal Observation Checklist: Administrator Look For Checklist <input type="checkbox"/> Collaborate and communicate with community Head Start and early learning entities 	<ul style="list-style-type: none"> ▪ Introduction to the PreK CLASS (Classroom Assessment Scoring System) Tool ▪ Introduction to the K-3rd CLASS (Classroom Assessment Scoring System) Tool ▪ EL Supports and Resources in Early Childhood ▪ MTSS for Family Engagement <p>Districts may request professional development early childhood training at earlychildhoodtrainings@mdek12.org. The Office of Early Childhood trainings are found at the following GoSignMeUp link: https://gsmu.mdek12.org/Public/Course/Browse</p>
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FEDERAL PROGRAMS	
Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <input type="checkbox"/> Collect Semi-annual/PARs for all federally funded staff (July 1 – December 31) <input type="checkbox"/> Verify Month 4 data in student data package (i.e., EL, Immigrant, Homeless, Migrant, neglected and delinquent) identifying students before it has been saved by the MSIS Primary User (On-going/should be done monthly prior to MSIS monthly approval) <input type="checkbox"/> Evaluate equitable service activities <input type="checkbox"/> By January 31: Search for private school within the LEA, send contact letter and Intent to Participate Form <input type="checkbox"/> Evaluate and revise Title I LEA Plan <input type="checkbox"/> Begin federal programs Comprehensive Needs Assessment (CNA) 	

GIFTED

Focus Tasks	MDE Related Supports/Professional Learning Topics

HEALTHY SCHOOLS/CHILD NUTRITION

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

INTERVENTION

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

LIBRARIES/LIBRARIANS

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"><input type="checkbox"/> Conduct informal observation with required face-to-face feedback conversation regarding budget plans for the current/upcoming school year and needs assessments for the school library program	School Library Guide 3.6 <ul style="list-style-type: none">▪ Collaborative strategies that promote student success across multiple curriculum School Library Guide 6.2

	<ul style="list-style-type: none"> ▪ Developing a yearly budget report and/or specific budget report ▪ Selecting high-quality instructional support materials <p>School Library Guide 6.5</p> <ul style="list-style-type: none"> ▪ Using short- and long-term goals to support student learning <p>School Library Guide 6.8</p> <ul style="list-style-type: none"> ▪ Collaborative strategies that promote student success across multiple curriculum
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LITERACY

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <input type="checkbox"/> Ensure all students have tested in the MOY window <input type="checkbox"/> Collect MOY Data <input type="checkbox"/> Ensure Deficiency Letters (Parent Notification) are sent home <input type="checkbox"/> Update Action Plans upon receipt of MOY data 	<ul style="list-style-type: none"> ▪ MOY Data Review ▪ Writing Connected to Text (Literacy Focus of the Month)

MSIS

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <input type="checkbox"/> Districts should run their Snapshot Personnel Accreditation Edits and Snapshot Personnel MAEP edits <ul style="list-style-type: none"> ○ Funding for the upcoming school year will use this data ○ Accreditation Status is based upon this data ○ By January 15: Districts must clear Month 04 MSD files <input type="checkbox"/> Rights to the General/Schedule Entry screen is given back to the districts 	<ul style="list-style-type: none"> ▪ District Timeline ▪ Annual Data Reporting Calendar ▪ Training Class (https://gsmu.mdek12.org/) ▪ MSIS Reference Manuals (https://www.mdek12.org/OTSS/MSIS/MSIS-Manuals)

SAFE AND ORDERLY

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <input type="checkbox"/> Conduct monthly fire drills <input type="checkbox"/> Conduct Active Shooter drill within the first 60 days of second semester 	

SCHOOL FINANCIAL SERVICES

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

SCHOOL IMPROVEMENT

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <input type="checkbox"/> Request for Funds (<i>1003 Grant Funds Reimbursement</i>) 9 months to FY21 obligation deadline (September 30, 2022) <input type="checkbox"/> Review school improvement budget, ensure obligation of funds aligned to the approved school improvement plan or need for revision <input type="checkbox"/> 1003 School Plan Implementation Review <input type="checkbox"/> Identified schools (CSI, TSI, ATSI, SAR) update to local school board 	<ul style="list-style-type: none"> ▪ Monthly Site Visits – (including but not limited to classroom instructional observations, feedback to principals and teachers, data discussions, 1003 plan review) ▪ School Improvement Convening

SECONDARY EDUCATION

Focus Tasks	MDE Related Supports/Professional Learning Topics

- Provide all juniors with additional ACT preparation materials and interventions in preparation of Spring ACT administration
- For seniors enrolled in the SREB Math Ready or SREB Literacy Ready, encourage them to re-take the ACT

SPECIAL EDUCATION

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <input type="checkbox"/> Check expenditure reports for any needed revisions to IDEA Funding Applications in MCAPS <input type="checkbox"/> REQUIRED by January 12: Timely submission of IDEA request for funds in MCAPS <input type="checkbox"/> Plan and conduct Professional Development (i.e., IEP training, discipline, co-teaching, UDL, ESY) <input type="checkbox"/> Complete Internal Fixed Assets Inventory; check all sites (EDGAR requirement) <input type="checkbox"/> Complete public notice for Child Find <input type="checkbox"/> Check for completion of IEP of IEP Progress Reports and verify that reports were sent home <input type="checkbox"/> Complete winter benchmark testing (universal screening) <input type="checkbox"/> Request or copy approved Month 03 personnel report and match teacher salary prorations in MCAPS by completing amendments/revisions <input type="checkbox"/> REQUIRED by January 26: Upload Educable Child Reimbursement Request Forms from November 12 – January 18 (Third Pay Period) in SharePoint <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) 	<ul style="list-style-type: none"> ▪ Policies and Procedures located at www.mdek12.org, Office of Special Education ▪ Contact OSE at 601-359-3498 ▪ Training information available on the Trumba calendar, RESA websites and at www.gosignmeup.com ▪ Phonics First trainings offered throughout the year

<ul style="list-style-type: none"> <input type="checkbox"/> Run a Part C to B No Match Report in MSIS; indicate any necessary removals on an Indicator 12 Clarification Form and upload to the Indicator 12 folder in SharePoint <input type="checkbox"/> Complete SCD 1% Justification if your district has more than 1% of its population of students with disabilities identified as having a significant cognitive disability and participating in MAAP-A (the OSE will provide data and justification forms) 	
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TEACHING AND LEADING

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <input type="checkbox"/> Mississippi Administrator and Teacher of the Year Application Must be Submitted by Established Due Date Noted in Application 	



ACCOUNTABILITY	
Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <input type="checkbox"/> REQUIRED: Run cohort report in MSIS for current year and previous 3 years 	<p>The MDE, through the Office of District and School Performance (ODSP) is offering several onsite/virtual trainings for both district-level and school-level stakeholders. The current list of trainings includes, but is not limited to:</p> <ul style="list-style-type: none"> ▪ Accountability Model Training ▪ Data Literacy Training ▪ Accountability Goal Setting Training ▪ Student Monitoring Instrument Training <p>Also offered on the webpage (https://mdek12.org/OA/ODSP) are several online video/document links for both district-level and school-level stakeholders on the ODSP webpage. The current list of resource links includes, but is not limited to:</p> <ul style="list-style-type: none"> ▪ Accountability Model for Your Local PTA ▪ Accountability Model for Your School Leadership Team ▪ Accountability Model for Your Community Partners ▪ School-Level Student Monitoring Instrument (700 point) ▪ School-Level Student Monitoring Instrument (1000 point) <p>To meet the needs of school leaders today, the ODSP will also offer two virtual meeting spaces for school and district leaders that do not require a set commitment beforehand:</p> <ul style="list-style-type: none"> ▪ Monthly Support Webinars that are topic-based and offered various times during that month

- Weekly Drop-In Virtual Office Hours that are role-specific with set dates/times so you can easily add them to your calendar

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

ACCREDITATION

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

ASSESSMENT

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> • MAAP: Fall EOC (4 x 4) Administration results including Data File discrepancy period; • MAAP: Technology Training for Districts DTC Webinars for spring 2022 assessment preparation • MAAP: Fall 2021 Reports available in Questar Nextera and DRC Insight • MAAP-A: Begin filling out LCI in Questar Nextera Attend DTC, STC, • ELPT: ELPT Set-up and Administration Training (February 7-10) <ul style="list-style-type: none"> ○ Paper test materials arrive in districts (February 1) • LBPA: Complete K-3 Screener requirements (upload MOY universal screener data by February 1) • ACT: Prepare for testing beginning in March 	<ul style="list-style-type: none"> ▪ DRC Insight Customer Support – Science and History: 1-888-476-0264 or MSHelpDesk@datarecognitioncorp.com ▪ Questar Nextera Customer Support – ELA and Math: 1-800-644-4054 or mscustomersupport@questarai.com ▪ ACT Customer Support – General and Technical Inquiries: 1-800-553-6244x2800 www.act.org/stateanddistrict/contactus Accommodations and/or EL Supports: 1-800-553-6244x1788 ACTStateAccoms@act.org

COMPULSORY SCHOOL ATTENDANCE

Focus Tasks	MDE Related Supports/Professional Learning Topics

CTE

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <input type="checkbox"/> Verify CTE student indicator data on MSIS rosters <input type="checkbox"/> Continue Perkins equipment and other costs purchases and submit reimbursement requests by established deadlines <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 	

EARLY CHILDHOOD

Focus Tasks	MDE Related Supports/Professional Learning Topics
<p>Early Learning Collaborative Sites</p> <ul style="list-style-type: none"> <input type="checkbox"/> Meet with Early Learning Collaborative leads review monitoring documents, rate of readiness, Kindergarten Readiness, continuation application, coaching components, and CLASS policy <input type="checkbox"/> Attend virtual winter Early Learning Collaborative lead meeting <input type="checkbox"/> REQUIRED: Attend Early Learning Collaborative partner meetings <p>All Pre-Kindergarten Sites in Schools</p> <ul style="list-style-type: none"> <input type="checkbox"/> Review <i>Early Learning Guidelines for Classrooms Serving 3 - and 4-Year-Old Children</i> 	<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"> ▪ My Pleasure ▪ MTSS for Family Engagement ▪ Introduction to the PreK CLASS (Classroom Assessment Scoring System) Tool ▪ Introduction to the K-3rd CLASS (Classroom Assessment Scoring System) Tool ▪ EL Supports and Resources in Early Childhood ▪ Early Literacy: REL Series for Pre-K and Kindergarten

<ul style="list-style-type: none"> <input type="checkbox"/> Review <i>Early Learning Standards for Classrooms Serving Infants through 4-Year-Old Children</i> <input type="checkbox"/> Collaborate and communicate with community Head Start and early Learning entities 	<p>Districts may request professional development technical assistance at earlychildhoodtrainings@mdek12.org. The Office of Early Childhood trainings are found at the following GoSignMeUp link: https://gsmu.mdek12.org/Public/Course/Browse</p>
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FEDERAL PROGRAMS

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <input type="checkbox"/> Begin conducting Title I planning meetings for upcoming school year; present all available data to the team <input type="checkbox"/> Review schoolwide/targeted assistance plan and implementation of action steps (document meetings) <input type="checkbox"/> Verify Month 5 data in student data package (i.e., EL, Immigrant, Homeless, Migrant, neglected and delinquent) identifying students before it has been saved by the MSIS Primary User (Ongoing/should be done monthly prior to MSIS monthly approval) 	

GIFTED

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <input type="checkbox"/> GEP Monitoring (as scheduled) (<i>Monitoring for SY 2021-2022 academic year will be conducted virtually/onsite.</i>) 	

HEALTHY SCHOOLS/CHILD NUTRITION

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <input type="checkbox"/> REQUIRED by February 10: submit CN monthly claim for reimbursement 	

<input type="checkbox"/> Conduct monthly Direct Certification (SNAP eligible students) match	
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INTERVENTION

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

LIBRARIES/LIBRARIANS

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

LITERACY

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

MSIS

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

SAFE AND ORDERLY

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <input type="checkbox"/> Conduct monthly fire drills 	

SCHOOL FINANCIAL SERVICES

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

SCHOOL IMPROVEMENT

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <input type="checkbox"/> Request for Funds (<i>1003 Grant Funds Reimbursement</i>) 8 months to FY21 obligation deadline (September 30, 2022) <input type="checkbox"/> Review School Improvement Budget for possible revision for summer related activities, to address potential salary/benefit shortages or overages <input type="checkbox"/> CSI Plan Implementation Review with District Leaders <input type="checkbox"/> Identified schools (CSI, TSI, ATSI, SAR) update to local school board 	<ul style="list-style-type: none"> ▪ Monthly Site Visits – (including but not limited to classroom instructional observations, feedback to principals and teachers, data discussions, 1003 plan review) ▪ Virtual Touchpoint Meeting with CSI Schools (1003 Plan Implementation Review) ▪ Innovative Summit ▪ Assistant Principal Training (CSI, TSI, ATSI Schools)

SECONDARY EDUCATION

Focus Tasks	MDE Related Supports/Professional Learning Topics
	<ul style="list-style-type: none"> ▪ School Counselor Regional Training

SPECIAL EDUCATION

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <input type="checkbox"/> Work with teachers on completing IEPs, ESY determination meetings and re-evaluations <input type="checkbox"/> Check expenditure reports for any needed revisions to IDEA Funding Applications in MCAPS <input type="checkbox"/> REQUIRED by February 14: Timely submission of IDEA request for funds in MCAPS <input type="checkbox"/> Remind teachers to have parents complete Parent Survey for Indicator 8 (link will be provided to Special Education Directors) <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) <input type="checkbox"/> Run a Part C to B No Match Report in MSIS; indicate any necessary removals on an Indicator 12 Clarification Form and upload to the Indicator 12 folder in SharePoint 	<ul style="list-style-type: none"> ▪ Policies and Procedures located at www.mdek12.org, Office of Special Education ▪ Contact OSE at 601-359-3498 ▪ Training information available on the Trumba calendar, RESA websites and at www.gosignmeup.com ▪ Phonics First trainings offered throughout the year ▪ IEP Institutes – TBA ▪ Quarterly Director’s Meeting – TBA ▪ Collaborative Fiscal Conference - TBA

TEACHING AND LEADING

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <input type="checkbox"/> REQUIRED by February 1: Districts may begin to submit requests for JROTC for the upcoming school year <input type="checkbox"/> Attend in-person professional development for Office of Teaching and Leading Updates/ Stakeholder Meeting 	

ACCOUNTABILITY	
Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <input type="checkbox"/> REQUIRED: Run cohort report in MSIS for current year and previous 3 years 	<p>The MDE, through the Office of District and School Performance (ODSP) is offering several onsite/virtual trainings for both district-level and school-level stakeholders. The current list of trainings includes, but is not limited to:</p> <ul style="list-style-type: none"> ▪ Accountability Model Training ▪ Data Literacy Training ▪ Accountability Goal Setting Training ▪ Student Monitoring Instrument Training <p>Also offered on the webpage (https://mdek12.org/OA/ODSP) are several online video/document links for both district-level and school-level stakeholders on the ODSP webpage. The current list of resource links includes, but is not limited to:</p> <ul style="list-style-type: none"> ▪ Accountability Model for Your Local PTA ▪ Accountability Model for Your School Leadership Team ▪ Accountability Model for Your Community Partners ▪ School-Level Student Monitoring Instrument (700 point) ▪ School-Level Student Monitoring Instrument (1000 point) <p>To meet the needs of school leaders today, the ODSP will also offer two virtual meeting spaces for school and district leaders that do not require a set commitment beforehand:</p> <ul style="list-style-type: none"> ▪ Monthly Support Webinars that are topic-based and offered various times during that month

	<ul style="list-style-type: none"> ▪ Weekly Drop-In Virtual Office Hours that are role-specific with set dates/times so you can easily add them to your calendar <p>All times and access information will be listed under the Resources tab on the ODSP page (https://mdek12.org/OA/ODSP).</p>
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ACCREDITATION

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> • Parent of the Year Applications Due 	

ASSESSMENT

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> • ALL: DTC Training; STC Training • MAAP: <ul style="list-style-type: none"> ○ District Data is to be submitted to MSIS; this data is used for Pre-ID files to be sent to Vendors for Spring Testing ○ STC Training Webinars (Questar and DRC) ○ Questar Nextera and DRC Insight: Administration Window Opens (DTCs/STCs can set up testing sessions, enter accommodations, etc.) • MAAP-A: Testing window opens • ELPT: ELP testing window opens (March 1) <ul style="list-style-type: none"> ○ Deadline for DTCs to order additional paper-based materials (Tentative March 18) • LBPA: <ul style="list-style-type: none"> ○ Administer End of Year (EOY) Kindergarten Readiness and K-3 Screeners (March 21 – April 29) ○ 3rd Grade MAAP-ELA (April 4 – April 22) 	<ul style="list-style-type: none"> ▪ DRC Insight Customer Support – Science and History: 1-888-476-0264 or MSHelpDesk@datarecognitioncorp.com ▪ Questar Nextera Customer Support – ELA and Math: 1-800-644-4054 or mscustomersupport@questarai.com ▪ ACT Customer Support – General and Technical Inquiries: 1-800-553-6244x2800 www.act.org/stateanddistrict/contactus Accommodations and/or EL Supports: 1-800-553-6244x1788 ACTStateAccoms@act.org

<ul style="list-style-type: none"> • ACT: Window 1 <ul style="list-style-type: none"> ○ Paper – March 1, 2022 ○ Accommodations – March 1-4 and March 7-11, 2022 ○ Online – March 1-3, 2022 and March 8-10, 2022 • ACT: Window 2 <ul style="list-style-type: none"> ○ Paper – March 22, 2022 ○ Accommodations – March 22-25 and March 28-April 1, 2022 ○ Online – March 22-25, 2022 and March 29-31, 2022 • MDE Test Security: Upload a testing schedule for the MAAP spring window 	
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COMPULSORY SCHOOL ATTENDANCE	
Focus Tasks	MDE Related Supports/Professional Learning Topics

CTE	
Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <input type="checkbox"/> Verify CTE student indicator data on MSIS rosters <input type="checkbox"/> Continue Perkins equipment and other costs purchases and submit reimbursement requests by established deadlines <input type="checkbox"/> Begin working on Local Plan Update for the next school and submit in Lotus Notes by April 30 <input type="checkbox"/> Ensure CTE student testing rosters are correct in the RCU testing portal by established deadline 	

EARLY CHILDHOOD

Focus Tasks

Early Learning Collaborative Sites

- Meet with Early Learning Collaborative leads review monitoring documents, rate of readiness, Kindergarten Readiness, continuation application, coaching components, and CLASS policy
- REQUIRED:** Attend Early Learning Collaborative partner meetings
- REQUIRED:** Begin face-to-face Brigance III Screeners in collaborative classrooms
- REQUIRED:** Begin spring post-CLASS observations
- REQUIRED:** Spring Kindergarten Readiness testing window (March 21 – April 29)

All Pre-Kindergarten Sites in Schools

- REQUIRED:** Spring Kindergarten Readiness testing window (March 8 – April 30)
- Review *Early Learning Guidelines for Classrooms Serving 3 - and 4-Year-Old Children*
- Review *Early Learning Standards for Classrooms Serving Infants through 4-Year-Old Children*
- Conduct Administrator Pre-K and Kindergarten Informal Observation Checklist: [Administrator Look For Checklist](#) if children are attending in-person classes
- Collaborate and communicate with community Head Start and early learning entities

MDE Related Supports/Professional Learning Topics

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

- My Pleasure
- Introduction to the PreK CLASS (Classroom Assessment Scoring System) Tool
- Introduction to the K-3rd CLASS (Classroom Assessment Scoring System) Tool
- EL Supports and Resources in Early Resources
- MTSS for Family Engagement

Districts may request professional development technical assistance at earlychildhood@mdek12.org. The Office of Early Childhood trainings are found at the following GoSignMeUp link:

<https://gsmu.mdek12.org/Public/Course/Browse>

FEDERAL PROGRAMS

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <input type="checkbox"/> Conduct Title I planning meetings for upcoming school year; present all available data to the team <input type="checkbox"/> Begin to make decisions concerning the activities that will be written into the consolidated LEA and schoolwide plan <input type="checkbox"/> Verify Month 6 data in student data package (i.e., EL, Immigrant, Homeless, Migrant, neglected and delinquent) identifying students before it has been saved by the MSIS Primary User (On-going/should be done monthly prior to MSIS monthly approval) <input type="checkbox"/> Private school's Intent to Participate Form or "No Private School" letter uploaded into MCAPS and begin consultation 	

GIFTED

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <input type="checkbox"/> Complete universal screening (may be completed prior to March) <input type="checkbox"/> GEP Monitoring (as scheduled) <i>(Monitoring for SY 2021-2022 academic year will be conducted virtually/onsite.)</i> 	

HEALTHY SCHOOLS/CHILD NUTRITION

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

<input type="checkbox"/> Conduct monthly Direct Certification (SNAP eligible students) match	
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INTERVENTION

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

LIBRARIES/LIBRARIANS

Focus Tasks	MDE Related Supports/Professional Learning Topics

LITERACY

Focus Tasks	MDE Related Supports/Professional Learning Topics
<input type="checkbox"/> Gather testing schedule for school (check dates for accuracy)	<ul style="list-style-type: none"> ▪ Reading Strategies (Before, During, and After) - Literacy Focus of the Month

MSIS

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

SAFE AND ORDERLY

Focus Tasks	MDE Related Supports/Professional Learning Topics
<input type="checkbox"/> Conduct monthly fire drills	

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 <input type="checkbox"/> EEF Procurement Card FY2022 spending deadline	

SCHOOL IMPROVEMENT

Focus Tasks	MDE Related Supports/Professional Learning Topics
<input type="checkbox"/> Request for Funds (<i>1003 Grant Funds Reimbursement</i>) 7 months to FY21 obligation deadline (September 30, 2022) <input type="checkbox"/> Identified schools (CSI, TSI, ATSI, SAR) update to local school board	<ul style="list-style-type: none"> • Monthly Site Visits – (including but not limited to classroom instructional observations, feedback to principals and teachers, data discussions, 1003 plan review) • Superintendent and School Improvement Facilitators Meeting

	<ul style="list-style-type: none"> • Cross-State High School Collaborative -MS Network with Everyone Graduates Center/John Hopkins University
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SECONDARY EDUCATION

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <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 	<ul style="list-style-type: none"> ▪ HELP Scholarship Deadline March 31st

SPECIAL EDUCATION

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <input type="checkbox"/> Check expenditure reports for any needed revisions to IDEA Funding Applications in MCAPS <input type="checkbox"/> REQUIRED by March 14: Timely submission of IDEA request for funds in MCAPS <input type="checkbox"/> REQUIRED by March 28: Upload Educable Child Reimbursement Request Forms from January 19 – March 18 (Fourth Pay Period) in SharePoint <input type="checkbox"/> Recruit teachers and other service providers (SLP, OT, PT) to work during ESY <input type="checkbox"/> Work with teachers on completing IEPs, ESY determination meetings, re-evaluations, and Parent Survey <input type="checkbox"/> Check completion of IEP Progress Reports and verify they are sent home <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) 	<ul style="list-style-type: none"> ▪ Policies and Procedures located at www.mdek12.org, Office of Special Education ▪ Contact OSE at 601-359-3498 ▪ Training information available on the Trumba calendar, RESA websites and at www.gosignmeup.com ▪ Phonics First trainings offered throughout the year ▪ Quarterly Director’s Meeting – TBA ▪ IEP Institutes – TBA ▪ MCAPS trainings - TBA

students that are newly enrolled, and exits being completed as students approach their sixth birthday)

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

TEACHING AND LEADING

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"><input type="checkbox"/> March 1: Districts may begin to submit requests for Special Non-Renewable Licenses for the upcoming school year<input type="checkbox"/> Request for Recommendations: MDE's Talent Pool of Distinguished Educators	

ACCOUNTABILITY

Focus Tasks	MDE Related Supports/Professional Learning Topics
<p><input type="checkbox"/> REQUIRED: Run cohort report in MSIS for current year and previous 3 years</p>	<p>The MDE, through the Office of District and School Performance (ODSP) is offering several onsite/virtual trainings for both district-level and school-level stakeholders. The current list of trainings includes, but is not limited to:</p> <ul style="list-style-type: none"> ▪ Accountability Model Training ▪ Data Literacy Training ▪ Accountability Goal Setting Training ▪ Student Monitoring Instrument Training <p>Also offered on the webpage (https://mdek12.org/OA/ODSP) are several online video/document links for both district-level and school-level stakeholders on the ODSP webpage. The current list of resource links includes, but is not limited to:</p> <ul style="list-style-type: none"> ▪ Accountability Model for Your Local PTA ▪ Accountability Model for Your School Leadership Team ▪ Accountability Model for Your Community Partners ▪ School-Level Student Monitoring Instrument (700 point) ▪ School-Level Student Monitoring Instrument (1000 point) <p>To meet the needs of school leaders today, the ODSP will also offer two virtual meeting spaces for school and district leaders that do not require a set commitment beforehand:</p> <ul style="list-style-type: none"> ▪ Monthly Support Webinars that are topic-based and offered various times during that month

- Weekly Drop-In Virtual Office Hours that are role-specific with set dates/times so you can easily add them to your calendar

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

ACCREDITATION

Focus Tasks	MDE Related Supports/Professional Learning Topics

ASSESSMENT

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <input type="checkbox"/> MAAP: Spring Test Window (April 11 – May 13, 2022) <ul style="list-style-type: none"> ○ Additional Order Window opens for ordering testing material (Large Print, Braille, etc.) <input type="checkbox"/> MAAP-A: Testing window open (March 14 – May 6, 2022) <input type="checkbox"/> ELPT: ELP testing window closes (April 11) <ul style="list-style-type: none"> ○ Test materials arrive at DRC no later than April 18 (tentative) <input type="checkbox"/> LBPA: Administer 3rd Grade MAAP-ELA <ul style="list-style-type: none"> ○ Review students that qualify for Good Cause Exemptions ○ Finish administering EOY K-3 Screeners <input type="checkbox"/> ACT: Test Window 3 Paper – April 5, 2022 Accommodations – April 5-8; April 12-15, 2022 Online – April 5-7; April 12-14, 2022 <input type="checkbox"/> MDE Test Security: Upload testing irregularity reports during the testing window 	<ul style="list-style-type: none"> ▪ DRC Insight Customer Support – Science and History: 1-888-476-0264 or MSHelpDesk@datarecognitioncorp.com ▪ Questar Nextera Customer Support – ELA and Math: 1-800-644-4054 or mscustomersupport@questarai.com ▪ ACT Customer Support – General and Technical Inquiries: 1-800-553-6244x2800 www.act.org/stateanddistrict/contactus Accommodations and/or EL Supports: 1-800-553-6244x1788 ACTStateAccoms@act.org

COMPULSORY SCHOOL ATTENDANCE

Focus Tasks	MDE Related Supports/Professional Learning Topics

CTE

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <input type="checkbox"/> Verify CTE student indicator data on MSIS rosters <input type="checkbox"/> Continue Perkins equipment and other costs purchases and submit reimbursement requests by established deadlines <input type="checkbox"/> By April 30: Submit Local Plan Update for the next school year in Lotus Notes <input type="checkbox"/> Oversee CPAS and national certification testing in the local district 	

EARLY CHILDHOOD

Focus Tasks	MDE Related Supports/Professional Learning Topics
<p>Early Learning Collaborative Sites</p> <ul style="list-style-type: none"> <input type="checkbox"/> Meet with Early Learning Collaborative leads review monitoring documents, rate of readiness, Kindergarten Readiness, continuation application, coaching components, and CLASS policy <input type="checkbox"/> REQUIRED: Attend Early Learning Collaborative partner meetings <input type="checkbox"/> REQUIRED: Deadline for spring Brigance III screening results in BOMS (Brigance Online Monitoring System) <input type="checkbox"/> REQUIRED: Continue spring post-CLASS observations 	<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"> ▪ My Pleasure ▪ Introduction to the PreK CLASS (Classroom Assessment Scoring System) Tool ▪ Introduction to the K-3rd CLASS (Classroom Assessment Scoring System) Tool ▪ EL Supports and Resources in Early Childhood ▪ MTSS for Family Engagement ▪ Early Literacy: REL Series for Pre-K and Kindergarten

<ul style="list-style-type: none"> <input type="checkbox"/> REQUIRED: Spring face-to-face Kindergarten Readiness testing window (March 21 – April 29) <p>All Pre-Kindergarten Sites in Schools</p> <ul style="list-style-type: none"> <input type="checkbox"/> Review <i>Early Learning Guidelines for Classrooms Serving 3 - and 4-Year-Old Children</i> <input type="checkbox"/> Review <i>Early Learning Standards for Classrooms Serving Infants through 4-Year-Old Children</i> <input type="checkbox"/> Conduct Administrator Pre-K and Kindergarten Informal Observation Checklist: Administrator Look For Checklist if children are attending in-person classes <input type="checkbox"/> REQUIRED: Conduct spring parent-teacher conferences in-person, by phone or virtually <input type="checkbox"/> Collaborate and communicate with community Head Start and early learning entities <input type="checkbox"/> REQUIRED: Spring Kindergarten Readiness testing window (March 21 – April 29) 	<p>Districts may request professional development technical assistance training at earlychildhoodtrainings@mdek12.org. The Office of Early Childhood trainings are found at the following GoSignMeUp link: https://gsmu.mdek12.org/Public/Course/Browse</p>
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FEDERAL PROGRAMS	
Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <input type="checkbox"/> Finalize all Title I meetings <input type="checkbox"/> Finalize evaluation of schoolwide/targeted-assistance program <input type="checkbox"/> Verify Month 7 data in student data package (i.e., EL, Immigrant, Homeless, Migrant, neglected and delinquent) identifying students before it has been saved by the MSIS Primary User (Ongoing/should be done monthly prior to MSIS monthly approval) <input type="checkbox"/> Title II Use of Funds of Survey 	

GIFTED

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"><input type="checkbox"/> GEP Monitoring (as scheduled) (<i>Monitoring for SY 2021-2022 academic year will be conducted virtually/onsite.</i>)<input type="checkbox"/> GEP Services continue through the end of the academic year	

HEALTHY SCHOOLS/CHILD NUTRITION

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

INTERVENTION

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"><input type="checkbox"/> REQUIRED: Conduct documented review meetings for students receiving Tier II interventions<input type="checkbox"/> REQUIRED by April 15: Screen ALL kindergarten students for dyslexia utilizing one of the state-approved dyslexia screeners<input type="checkbox"/> REQUIRED by April 29: Submit all dyslexia awareness training spreadsheets to MDE	<ul style="list-style-type: none">▪ MTSS and EL file review▪ Dyslexia Awareness Training Spreadsheets can be found at the following link https://mdek12.org/OAE/OEER/Dyslexia

LIBRARIES/LIBRARIANS

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

LITERACY

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <input type="checkbox"/> Review and update Action Plans <input type="checkbox"/> Planning for MAAP/3rd Grade NAAP-ELA Assessment (Data discussions, projections, and strategizing) <input type="checkbox"/> Complete School Profile Template 	<ul style="list-style-type: none"> ▪ Reading Strategies (Before, During, and After) - Literacy Focus of the Month

MSIS

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

	<ul style="list-style-type: none"> MSIS Reference Manuals (https://www.mdek12.org/OTSS/MSIS/MSIS-Manuals)
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SAFE AND ORDERLY

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <input type="checkbox"/> Conduct monthly fire drills <input type="checkbox"/> Submit request to the Division of Pupil Transportation for bus driver certifications needed for summer bus schools provided by MDE 	

SCHOOL FINANCIAL SERVICES

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

SCHOOL IMPROVEMENT

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <input type="checkbox"/> Request for Funds (<i>1003 Grant Funds Reimbursement</i>) 6 months to FY21 obligation deadline (September 30, 2022) <input type="checkbox"/> 1003 School Plan Implementation Review <input type="checkbox"/> Identified schools (CSI, TSI, ATSI, SAR) update to local school board 	<ul style="list-style-type: none"> Monthly Site Visits – (including but not limited to classroom instructional observations, feedback to principals and teachers, data discussions, 1003 plan review) School Improvement Facilitators Virtual Office Hour

SPECIAL EDUCATION

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <input type="checkbox"/> Check expenditure reports for any needed revisions to IDEA Funding Applications in MCAPS <input type="checkbox"/> REQUIRED by April 12: Timely submission of IDEA request for funds in MCAPS <input type="checkbox"/> By April 15: All ESY decisions must be made <input type="checkbox"/> Secure location, buses, employees, and service providers for ESY <input type="checkbox"/> April 30: ESY application due <input type="checkbox"/> Schedule annual IEP meetings and reevaluations <input type="checkbox"/> Review Policies, Procedures and Practices for clarification regarding Indicators 9 and 10 (Disproportionate Representation) <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) <input type="checkbox"/> Run a Part C to B No Match Report in MSIS; indicate any necessary removals on an Indicator 12 Clarification Form and upload to the Indicator 12 folder in SharePoint 	<ul style="list-style-type: none"> ▪ Policies and Procedures located at www.mdek12.org, Office of Special Education ▪ Contact OSE at 601-359-3498 ▪ Training information available on the Trumba calendar, RESA websites and at www.gosignmeup.com ▪ Phonics First trainings offered throughout the year ▪ Quarterly Director’s Meeting – TBA

TEACHING AND LEADING

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <input type="checkbox"/> Participate in professional development sessions and obtain technical support on licensure 	

ACCOUNTABILITY	
Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <input type="checkbox"/> Review and confirm student information in MSIS; Month 9 data is used for many areas in the accountability system calculations <input type="checkbox"/> REQUIRED: Run cohort report in MSIS for current year and previous 3 years 	<p>To meet the needs of school leaders today, the ODSP will continue to offer two virtual meeting spaces for school and district leaders that do not require a set commitment beforehand:</p> <ul style="list-style-type: none"> ▪ Monthly Support Webinars that are topic-based and offered various times during that month ▪ Weekly Drop-In Virtual Office Hours that are role-specific with set dates/times so you can easily add them to your calendar <p>All times and access information will be listed under the Resources tab on the ODSP page (https://mdek12.org/OA/ODSP).</p>

ACCREDITATION	
Focus Tasks	MDE Related Supports/Professional Learning Topics

ASSESSMENT	
Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <input type="checkbox"/> MAAP: Spring Test Window (Ends May 13, 2022) <ul style="list-style-type: none"> ○ STCs must submit all tests in the testing portals 	<ul style="list-style-type: none"> ▪ DRC Insight Customer Support – Science and History: 1-888-476-0264 or MSHelpDesk@datarecognitioncorp.com

<ul style="list-style-type: none"> ○ DTCs must collect and ship back secure materials to testing companies <input type="checkbox"/> MAAP-A: Testing window open (Ends May 6, 2022) <ul style="list-style-type: none"> ○ All test scores should be entered in the Questar Nextera portal <input type="checkbox"/> ELPT: <input type="checkbox"/> LBPA: <ul style="list-style-type: none"> ○ Complete K-3 Screener requirements (upload EOY universal screener data) (May 30) ○ Receive initial test results ○ 3rd Grade MAAP Alternative Assessment - Retest 1 (May 9 – 13, 2022) ○ Complete Good Cause Exemption paperwork <input type="checkbox"/> NAEP: Districts/Schools notified of the selection for participation in 2023 NAEP <input type="checkbox"/> MDE Test Security: Upload testing irregularity reports during testing window; sign and upload test security documents including seating charts; upload Principal’s Certification 	<ul style="list-style-type: none"> ▪ Questar Nextera Customer Support – ELA and Math: 1-800-644-4054 or mscustomersupport@questarai.com
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COMPULSORY SCHOOL ATTENDANCE	
Focus Tasks	MDE Related Supports/Professional Learning Topics
<input type="checkbox"/> JDC’s sponsoring school districts submission of actual expenses for educational programming	

CTE	
Focus Tasks	MDE Related Supports/Professional Learning Topics
<input type="checkbox"/> Verify and finalize CTE student indicator data on MSIS rosters	

<ul style="list-style-type: none"> <input type="checkbox"/> Continue Perkins equipment and other costs purchases and submit reimbursement requests by established deadlines <input type="checkbox"/> Request reimbursements for national certification testing by established deadlines <input type="checkbox"/> Review and analyze data on CPAS and national certification testing reports 	
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EARLY CHILDHOOD

Focus Tasks	MDE Related Supports/Professional Learning Topics
<p>Early Learning Collaborative Sites</p> <ul style="list-style-type: none"> <input type="checkbox"/> Meet with Early Learning Collaborative leads review monitoring documents, rate of readiness, Kindergarten Readiness, continuation application, coaching components, and CLASS policy <input type="checkbox"/> REQUIRED: Attend Early Learning Collaborative partner meetings <input type="checkbox"/> REQUIRED: Complete spring post-CLASS observations <input type="checkbox"/> Spring post-CLASS report reviews <input type="checkbox"/> REQUIRED: Spring face-to-face Kindergarten Readiness testing window (March 21 – April 29) <p>All Pre-Kindergarten Sites in Schools</p> <ul style="list-style-type: none"> <input type="checkbox"/> REQUIRED: Spring face-to-face Kindergarten Readiness testing window (March 21 – April 29) <input type="checkbox"/> Review <i>Early Learning Guidelines for Classrooms Serving 3 - and 4-Year-Old Children</i> <input type="checkbox"/> Review <i>Early Learning Standards for Classrooms Serving Infants through 4-Year-Old Children</i> <input type="checkbox"/> Collaborate and communicate with community Head Start and early learning entities 	<ul style="list-style-type: none"> ▪ Register for Early Childhood Specialized Bootcamp Training (as needed) ▪ Register for the Mississippi Early Childhood Education Conference ▪ Other Trainings as requested: Technical Assistance Request Form

<input type="checkbox"/> Select topics/days to attend the Early Childhood Specialized Bootcamp Training	
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FEDERAL PROGRAMS

Focus Tasks	MDE Related Supports/Professional Learning Topics
<input type="checkbox"/> Update fixed asset inventory for closeout <input type="checkbox"/> Review/revise family engagement policy/procedure and home school compact <input type="checkbox"/> Verify Month 09 data (i.e., EL, Immigrant, Homeless, Migrant, neglected and delinquent) identifying students before it has been saved by the MSIS Primary User <input type="checkbox"/> Preliminary Equitable Service Plan and Written Affirmation uploaded in MCAPS	

GIFTED

Focus Tasks	MDE Related Supports/Professional Learning Topics
<input type="checkbox"/> GEP Monitoring (as scheduled, if needed) <i>(Monitoring for SY 2021-2022 academic year will be conducted virtually/onsite.)</i> <input type="checkbox"/> GEP Services continue through the end of the academic year	

HEALTHY SCHOOLS/CHILD NUTRITION

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

INTERVENTION

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <input type="checkbox"/> REQUIRED: Conduct documented review meetings for students receiving Tier II and TST meetings for students receiving Tier III interventions <input type="checkbox"/> REQUIRED by May 6: Submit all dyslexia screener data to MDE <input type="checkbox"/> Schedule a date that will be your last day to provide interventions <input type="checkbox"/> Compile intervention data to show student growth over the semester and school year <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) <input type="checkbox"/> This information can be documented on a specific form to be kept in the cumulative folder and copied to send to the feeder school <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 	<ul style="list-style-type: none"> ▪ How to analyze a year’s worth of data ▪ Charting data for the semester or school year ▪ How to conduct effective transfer meetings to include the counselor, interventionist, and administration ▪ Data collection for cumulative records ▪ Dyslexia Screener Data forms can be found at the following link https://mdek12.org/OAE/OEER/Dyslexia

LIBRARIES/LIBRARIANS

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

LITERACY

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"><input type="checkbox"/> Collect teacher attendance data (for school profile)<input type="checkbox"/> Collect/analyze EOY data (for school profile)<input type="checkbox"/> ARM documentation due<input type="checkbox"/> Evaluations Due (Coach and Regional)<input type="checkbox"/> Assist with Summer School Plans<input type="checkbox"/> Support teachers, principals, and district personnel with literacy efforts<input type="checkbox"/> Grade level and principal exit interviews<input type="checkbox"/> Assist OSA with Audits	<ul style="list-style-type: none">▪ EOY Data Review▪ Spaces and environments for the upcoming school year

MSIS

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

<input type="checkbox"/> REQUIRED: Enter District Salary Schedule in MSIS for new school year	<ul style="list-style-type: none"> ▪ MSIS Reference Manuals (https://www.mdek12.org/OTSS/MSIS/MSIS-Manuals)
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SAFE AND ORDERLY

Focus Tasks	MDE Related Supports/Professional Learning Topics
<input type="checkbox"/> Conduct monthly fire drills	

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 <input type="checkbox"/> Review tax assessment information to be used for FY2024 MAEP calculation	

SCHOOL IMPROVEMENT

Focus Tasks	MDE Related Supports/Professional Learning Topics
<input type="checkbox"/> Request for Funds (1003 Grant Funds Reimbursement) 5 months to FY21 obligation deadline (September 30, 2022) <input type="checkbox"/> Verify revisions to School Improvement Budget for summer related activities or to address potential salary/benefit shortages or overages, if needed <input type="checkbox"/> CSI Plan Implementation Review with District Leaders <input type="checkbox"/> Identified schools (CSI, TSI, ATSI, SAR) update to local school board	<ul style="list-style-type: none"> ▪ Virtual Touchpoint Meeting with CSI Schools (1003 Plan Implementation Review)

SECONDARY EDUCATION

Focus Tasks	MDE Related Supports/Professional Learning Topics
	<ul style="list-style-type: none"> ▪ Submit Seal of Biliteracy Scores prior to graduation

SPECIAL EDUCATION

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <input type="checkbox"/> Send Semi-Annual Certification Forms to schools for all 100% IDEA federally paid employees – complete by the last day of 2nd semester and keep on file at district office <input type="checkbox"/> Complete Spring Benchmark Testing (Universal Screening) <input type="checkbox"/> Check expenditure reports for any needed revisions to IDEA Funding Applications in MCAPS <input type="checkbox"/> REQUIRED by May 12: Timely submission of IDEA request for funds in MCAPS <input type="checkbox"/> Begin work on Project Application draft budget for FY23 and schedule dates for private school consultations (if needed) <input type="checkbox"/> Request FY23 Salary and Benefits Report for all IDEA and Preschool personnel from Business Department <input type="checkbox"/> Check due date for projected budget with Business Manager <input type="checkbox"/> Schedule and complete meeting for Stakeholder input into FY23 Project Application (retain all documentation to upload into MCAPS for FY23 Project Application) <input type="checkbox"/> REQUIRED by May 30: Upload Educable Child Reimbursement Request Forms from March 19 – May 19 (Fifth Pay Period) in SharePoint <input type="checkbox"/> Complete end of the year teacher check-out procedures <input type="checkbox"/> Check completion of IEP Progress Reports and verify that they were sent home 	<ul style="list-style-type: none"> ▪ Policies and Procedures located at www.mdek12.org, Office of Special Education ▪ Contact OSE at 601-359-3498 ▪ Training information available on the Trumba calendar, RESA websites and at www.gosignmeup.com ▪ Phonics First trainings offered throughout the year ▪ MCAPS trainings - TBA

<ul style="list-style-type: none"> <input type="checkbox"/> Prior to the end of the school year, check that all teachers have completed annual IEP reviews <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. <input type="checkbox"/> Run a Part C to B No Match Report in MSIS; indicate any necessary removals on an Indicator 12 Clarification Form and upload to the Indicator 12 folder in SharePoint 	
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TEACHING AND LEADING	
Focus Tasks	MDE Related Supports/Professional Learning Topics

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

ACCREDITATION	
Focus Tasks	MDE Related Supports/Professional Learning Topics
<input type="checkbox"/> Submit summer school packet	

ASSESSMENT	
Focus Tasks	MDE Related Supports/Professional Learning Topics
<input type="checkbox"/> ALL: Submit non-participation forms due to significant medical emergency <input type="checkbox"/> MAAP: Spring Results (data file) posted <ul style="list-style-type: none"> ○ Datafile discrepancy period <input type="checkbox"/> MAAP-A: Spring test results and datafile discrepancy period <input type="checkbox"/> ELPT: Accessing and Understanding the ELPT Reports Webinar (June 15) <ul style="list-style-type: none"> ○ Student Proficiency Reports available in DRC INSIGHT for DTCs and STCs (June 15) <input type="checkbox"/> LBPA: <ul style="list-style-type: none"> ○ Receive Retest 1 results 	

<ul style="list-style-type: none"> ○ 3rd Grade MAAP Alternative Assessment - Retest 2 (June 20 – July 8, 2022) □ NAEP: Schools receive 2021 NAEP assessment dates □ MDE Test Security: Caveon reports and letters submitted for possible EOC student invalidations 	
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COMPULSORY SCHOOL ATTENDANCE

Focus Tasks	MDE Related Supports/Professional Learning Topics
<input type="checkbox"/> Alternative Education Self-Assessment	

CTE

Focus Tasks	MDE Related Supports/Professional Learning Topics
<input type="checkbox"/> Finalize all reimbursement requests for Perkins funding by June 30	

EARLY CHILDHOOD

Focus Tasks	MDE Related Supports/Professional Learning Topics
<input type="checkbox"/> Select topics/days to attend the Early Childhood Specialized Bootcamp Training	<ul style="list-style-type: none"> ▪ Register for Early Childhood Specialized Bootcamp Training (as needed) ▪ Register for the Mississippi Early Childhood Education Conference ▪ Other Trainings as requested: Technical Assistance Request Form

FEDERAL PROGRAMS

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <input type="checkbox"/> Review current budgets to ensure accurate fiscal close out <input type="checkbox"/> Year-end assessment of equitable service program <input type="checkbox"/> By June 30: SNS Methodology 	

GIFTED

Focus Tasks	MDE Related Supports/Professional Learning Topics

HEALTHY SCHOOLS/CHILD NUTRITION

Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <input type="checkbox"/> REQUIRED by June 10: submit CN monthly claim for reimbursement 	

INTERVENTION

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

LIBRARIES/LIBRARIANS

Focus Tasks	MDE Related Supports/Professional Learning Topics

LITERACY

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

MSIS

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

<input type="checkbox"/> Initial Student Load Transaction files (ISL files) may be sent from June 1 to September 30; this is only for students who are under the age of 7 by September 1 st and need MSIS IDs	
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SAFE AND ORDERLY

Focus Tasks	MDE Related Supports/Professional Learning Topics

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 <input type="checkbox"/> Request initial EEF procurement card count for FY2023	

SCHOOL IMPROVEMENT

Focus Tasks	MDE Related Supports/Professional Learning Topics
<input type="checkbox"/> Request for Funds (<i>1003 Grant Funds Reimbursement</i>) 4 months to FY21 obligation deadline (September 30, 2022) <input type="checkbox"/> Identified schools (CSI, TSI, ATSI, SAR) update to local school board <input type="checkbox"/> Submit Revisions in MCAPs by June 30th	<ul style="list-style-type: none"> ▪ School Improvement Facilitator Virtual Office Hour ▪ Innovative Institute

SECONDARY EDUCATION

Focus Tasks	MDE Related Supports/Professional Learning Topics

- ❑ **Final submission through SharePoint of MDE Reimbursement for Accelerated Assessments in accordance with House Bill 1643**

- Contact Wendy Clemons at wclemons@mdek12.org

SPECIAL EDUCATION

Focus Tasks

- ❑ Check expenditure reports for any needed revisions to IDEA Funding Applications in MCAPS
- ❑ **REQUIRED by June 13:** Timely submission of IDEA request for funds in MCAPS
- ❑ Continue to work on FY23 IDEA Funding Application and submission in MCAPS
- ❑ Request FY22 Expenditure Report from Business Manager and compare balance in district's accounting software to MCAPS balance
- ❑ Review current budgets to ensure accurate fiscal close out
- ❑ **REQUIRED by May 30:** Upload Educable Child Reimbursement Request Forms from March 19 – May 19 (Fifth Pay Period) in SharePoint
- ❑ Prior to June 30: Submit verification form for speech/language screenings to the OSE
- ❑ Continue Child Outcomes Summary (COS) process for Indicator 7 (This process should be completed over the entire school year, with entries being completed for preschool special education students that are newly enrolled, and exits being completed as students approach their sixth birthday)
- ❑ All preschool data should be entered by June 30th
- ❑ Run a Part C to B No Match Report in MSIS; indicate any necessary removals on an Indicator 12 Clarification Form and upload to the Indicator 12 folder in SharePoint
- ❑ Prior to June 30: Complete Parent Surveys
- ❑ Prior to June 30: Complete Child Find MSIS Screen for all initial evaluations (it is recommended that this data is entered for the

MDE Related Supports/Professional Learning Topics

- Policies and Procedures located at www.mdek12.org, Office of Special Education
- Contact OSE at 601-359-3498
- Training information available on the [Trumba calendar](#), [RESA websites](#) and at www.gosignmeup.com
- Phonics First trainings offered throughout the year
- Quarterly Director's Meeting – TBA

<p>Child Find screen throughout the school year as initial Child Find evaluations are completed)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Prior to July 1: Enter new annual IEP dates and any new re-evaluation dates in MSIS under student update screens <input type="checkbox"/> June 30: Final due date for Indicators 1, 2, 7, 8, 11, 12, and 13; use data-checkups sent from OSE <input type="checkbox"/> Review Significant Disproportionality Data and complete review of policies, practices, and procedures if required for CEIS <input type="checkbox"/> TBD – when Project Application has final approval, work with Business Manager to make sure district budget (in district’s accounting software) for accounts 2610 (Part B) and 2620 (Preschool) match MCAPS 	
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TEACHING AND LEADING	
Focus Tasks	MDE Related Supports/Professional Learning Topics
<ul style="list-style-type: none"> <input type="checkbox"/> Mississippi Educator and Administrator Professional Growth System (PGS) score submissions are due on or before June 30 	