

School Financial Services

2020 MASBO Certification Course – National Board Certification

September 12, 2019



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Bureau Director

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VISION

To create a world-class educational system that gives students the knowledge and skills to be successful in college and the workforce, and to flourish as parents and citizens

MISSION

To provide leadership through the development of policy and accountability systems so that all students are prepared to compete in the global community

MISSISSIPPI STATE BOARD OF EDUCATION
STRATEGIC PLAN GOALS

1

All Students Proficient and Showing Growth in All Assessed Areas



2

Every Student Graduates from High School and is Ready for College and Career



3

Every Child Has Access to a High-Quality Early Childhood Program



4

Every School Has Effective Teachers and Leaders



5

Every Community Effectively Uses a World-Class Data System to Improve Student Outcomes



6

Every School and District is Rated "C" or Higher



The Process

NATIONAL BOARD *for Professional Teaching Standards*



Home

About Certification

Get Started

In Your State

For Candidates

Blog

Sign In

What's the Process?

National Board Standards come to life through the four components of the certification process: a content knowledge assessment; reflections on student work samples; classroom video and analysis; and documentation of the teacher's impact as a teaching professional.

FIND OUT MORE →



Value for Teachers

Value for Students

Value for Schools

MS CODE § 37-19-7

(2)(a) The following employees shall receive an annual salary supplement in the amount of Six Thousand Dollars (\$6,000.00), plus fringe benefits, in addition to any other compensation to which the employee may be entitled:

(i) Any **licensed teacher** who has met the requirements and acquired a Master Teacher certificate from the National Board for Professional Teaching Standards and who is employed by a local school board or the State Board of Education as a teacher and not as an administrator.

MS CODE § 37-19-7 (cont.)

Such teacher shall submit documentation to the State Department of Education that the certificate was received prior to October 15 in order to be eligible for the full salary supplement in the current school year, or the teacher shall submit such documentation to the State Department of Education prior to February 15 in order to be eligible for a prorated salary supplement beginning with the second term of the school year.

(ii) A **licensed nurse** who has met the requirements and acquired a certificate from the National Board for Certification of School Nurses, Inc., and who is employed by a local school board or the State Board of Education as a school nurse and not as an administrator.

MS CODE § 37-19-7 (cont.)

The licensed school nurse shall submit documentation to the State Department of Education that the certificate was received before October 15 in order to be eligible for the full salary supplement in the current school year, or the licensed school nurse shall submit the documentation to the State Department of Education before February 15 in order to be eligible for a prorated salary supplement beginning with the second term of the school year. Provided, however, that the total number of licensed school nurses eligible for a salary supplement under this subparagraph (ii) shall not exceed thirty-five (35).

MS CODE § 37-19-7 (cont.)

(iii) Any **licensed school counselor** who has met the requirements and acquired a National Certified School Counselor **(NCSC)** endorsement from the National Board of Certified Counselors and who is employed by a local school board or the State Board of Education as a counselor and not as an administrator. Such licensed school counselor shall submit documentation to the State Department of Education that the endorsement was received prior to October 15 in order to be eligible for the full salary supplement in the current

MS CODE § 37-19-7 (cont.)

school year, or the licensed school counselor shall submit such documentation to the State Department of Education prior to February 15 in order to be eligible for a prorated salary supplement beginning with the second term of the school year.

MS CODE § 37-19-7 (cont.)

(iv) Any **licensed speech-language pathologist and audiologist** who has met the requirements and acquired a Certificate of Clinical Competence from the American Speech-Language-Hearing Association and any **certified academic language therapist (CALT)** who has met the certification requirements of the Academic Language Therapy Association and who is employed by a local school board or is employed by a state agency under the State Personnel Board. The licensed speech-language pathologist and audiologist and certified academic language therapist shall submit documentation to the State Department of Education that the certificate or endorsement was received before October 15 in order to be eligible for the full salary supplement in the

MS CODE § 37-19-7 (cont.)

current school year or the licensed speech-language pathologist and audiologist and certified academic language therapist shall submit the documentation to the State Department of Education before February 15 in order to be eligible for a prorated salary supplement beginning with the second term of the school year. However, the total number of certified academic language therapists eligible for a salary supplement under this paragraph (iv) shall not exceed twenty (20).

MS CODE § 37-19-7 (cont.)

(2)(b) An employee shall be reimbursed for the actual cost of completing each component of acquiring the certificate or endorsement, excluding any costs incurred for postgraduate courses, not to exceed Five Hundred Dollars (\$ 500.00) for each component, not to exceed four (4) components, for a teacher, school counselor or speech-language pathologist and audiologist, regardless of whether or not the process resulted in the award of the certificate or an endorsement.

MS CODE § 37-19-7 (cont.)

(3)The following employees shall receive an annual salary supplement in the amount of Four Thousand Dollars (\$ 4,000.00), plus fringe benefits, in addition to any other compensation to which the employee may be entitled:

MS CODE § 37-19-7 (cont.)

Effective July 1, 2016, if funds are available for that purpose, any licensed teacher who has met the requirements and acquired a Master Teacher Certificate from the National Board for Professional Teaching Standards and who is employed in a public school district located in one (1) of the following counties: Claiborne, Adams, Jefferson, Wilkinson, Amite, Bolivar, Coahoma, Leflore, Quitman, Sharkey, Issaquena, Sunflower, Washington, Holmes, Yazoo and Tallahatchie. The salary supplement awarded under the provisions of this subsection (3) shall be in addition to the salary supplement awarded under the provisions of subsection (2) of this section.

MS CODE § 37-19-7 (cont.)

Teachers who meet the qualifications for a salary supplement under this subsection (3) who are assigned for less than one (1) full year or less than full time for the school year shall receive the salary supplement in a prorated manner, with the portion of the teacher's assignment to the critical geographic area to be determined as of June 15th of the school year.

MSIS – National Board Codes

902001

➤ NBPTS – National Board for Professional Teaching Standards

902002

➤ CCC – Certificate of Clinical Competence issued by American Speech & Hearing Association

902003

➤ NCSC – National Certified School Counselor issued by the National Counselor's Association

MSIS – National Board Codes

902004

- NCSN – National Certified School Nurse (Contact MDE prior to adding this code; limited to 35 slots)

902010

- CALT – Certified Academic Language Therapist (Contact Office of School Financial Services prior to adding this code; limited to 20 slots)

Disclaimer: This presentation is not designed to train on all the specifics of employee data entry but is intended only to highlight key aspects of schedule entry that impact National Board selection and funding.

The responsibility for the quality of the data should be shared with school principals and program area supervisors who are more knowledgeable about the work assignments of staff under their supervision.

MSIS – District Timelines

DECEMBER

- All districts (public, non-public, and special) must have all personnel data entered in MSIS by December 6th so that the data will be included on the snapshot, accreditation edits, and all year-end personnel reports can run from the snapshot data.
- Districts will continue to make updates to personnel in MSIS until the deadline on December 6th at which time the rights to the General/Schedule Entry screen are taken away from the districts. Districts may update personnel only if requested to do so by an MDE program office.

MSIS – District Timelines (cont.)

DECEMBER

- The MDE program office will check the personnel reports twice during the school year, once in December and then again in February. So it is important that as teachers become “national” certified, that you update their personnel record.

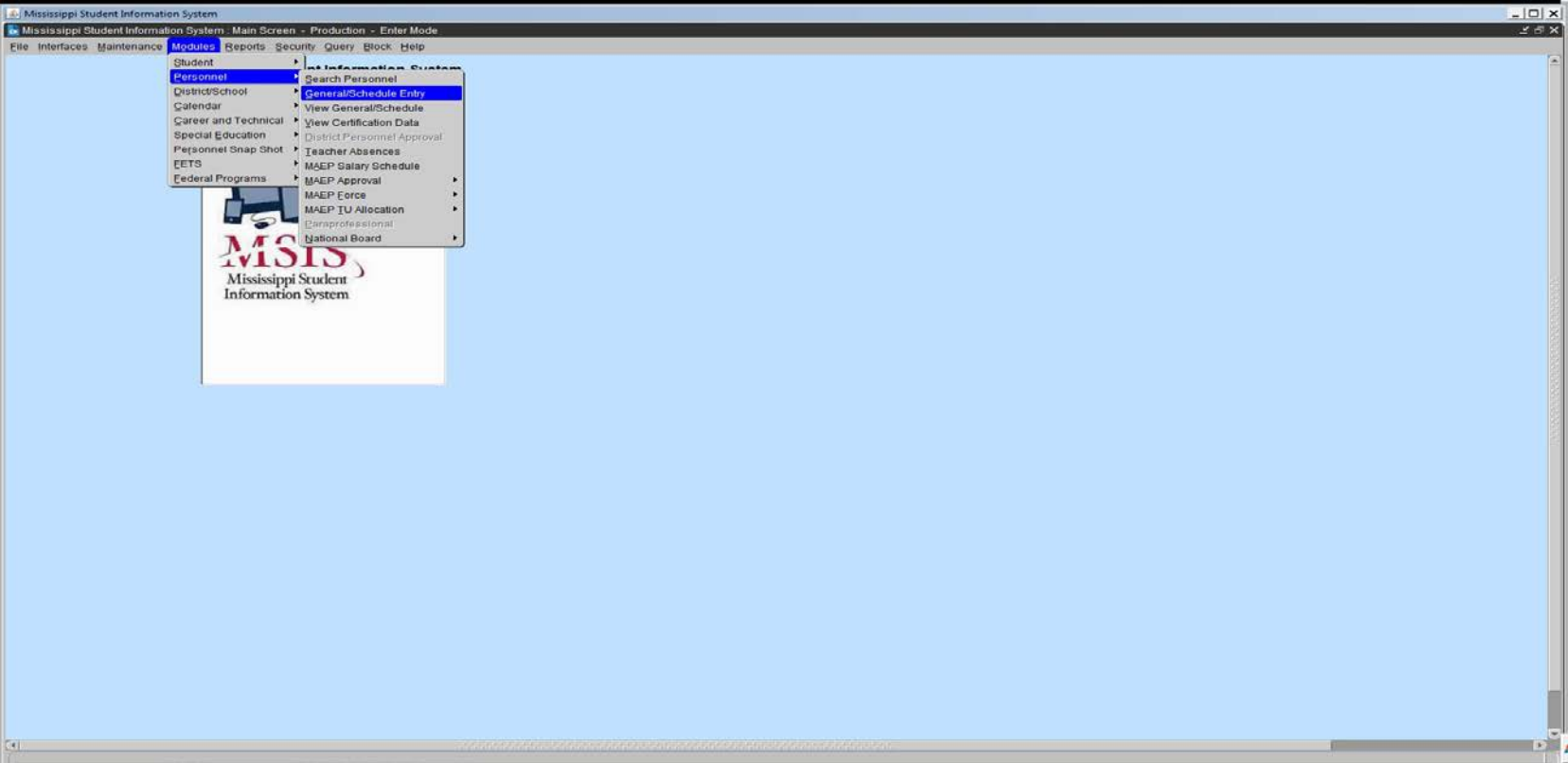
Important Things to Remember

- ✓ There has to be an XX in the reserved field of the course code.
- ✓ The course code is very important. If it is incorrect, individuals will not calculate correctly. Verify that the appropriate code is entered **(902001, 902002, 902003, 902004, 902010)**.
- ✓ The individual's schedule is very important. If the instructional minutes divided by the total minutes is not at least 50%, the employee will not be funded.

Important Things to Remember

- ✓ The district percentage of time impacts the amount funded.
- ✓ Pay close attention to the issue date and expiration date.
- ✓ Enter the supplement amount on the employee schedule.

General/Schedule Employee Entry



General/Schedule Employee Entry

- The salary screen can only be accessed by a user with the district personnel role. For this training, we will demonstrate the salary entry for everyone. The salary entered cannot be greater than the highest salary on the course code table for the courses on the schedule.
- Click on the SALARY tab. There are two salary fields, one for teaching and one for non-teaching salary.

General/Schedule Employee Entry

- **TEACHING SALARY** - After clicking the salary tab, the cursor will be in the **TEACHING SALARY** field, if the employee is a teacher. Enter the teacher's contracted amount for teaching duties.
- **ANNUAL SALARY** – This is a computed field and does not, consequently, allow any data entry. The system will add all non-teaching and teaching salaries and enter the total in the **ANNUAL SALARY** field.

General/Schedule Employee Entry

- **NON-TEACHING SALARIES** - If the employee has a salary from Non-Teaching Courses (bus driver, coach, etc.), those courses must be on the schedule for the salary to be entered. All non-teaching codes on an employee's schedule will appear in this section and a salary must be entered for each before leaving the screen. A salary of zero is acceptable.

General/Schedule Employee Entry

- NATIONAL CERTIFICATION NUMBER – Enter National Certification Number
- ISSUE DATE (MM-DD-YYYY) – The date the certificate was issued
- EXPIRATION DATE (MM-DD-YYYY) – The date the certificate will expire

General/Schedule Employee Entry

Mississippi Student Information System: General/Schedule Employee Entry - Production - Enter Mode

File Interfaces Maintenance Modules Reports Security Query Block Help

Employee Select District District Info Schedule Salary Special Ed

Mississippi Student Information System
General/Schedule Employee Entry

District: [Redacted] Name: [Redacted] Last Name: [Redacted] First Name: [Redacted] MI: [Redacted] SSN: [Redacted] School Year: 2018-2019

[Update District Employment Information]

Major School: 004 Name: [Redacted]

Status: Active Days Employed: 187 Contracted Days for After Hours: [Redacted]

Title I Bilingual?: N District Time: 100

Roll Employee: Y User Defined: SPEI

Contract Employee: N/A Receiving check from PERS?: N

General/Schedule Employee Entry

Mississippi Student Information System - General/Schedule Employee Entry - Production - Enter Mode

File Interfaces Maintenance Modules Reports Security Query Block Help

Employee Select District District Info Schedule Salary Special Ed

Mississippi Student Information System General/Schedule Employee Entry

District: Name: Last Name: First Name: M: SSN: School Year:

[Schedule]

Term / Semester	Period	Course	Minutes	Sched	Low	High	Grade	Grade	Students	Carnegie	Special	Program	Schedule Type	Reserved	Time Frame	Taught
S1	1	132002	30	004	02	02	11	000	5	Modified Version					ALL YEAR	
S1	2	051001	30	004	02	05	0	000	5	Modified Version					ALL YEAR	
S1	5	132002	30	004	01	02	5	000	5	Modified Version					ALL YEAR	
S1	7	132002	30	004	01	01	7	000	5	Modified Version					ALL YEAR	
S1	8	002002	30	001	02	12	0	000	0	Modified Version	XX					

[Course]

Title:

[Students Counts By Grade]

62	62	64	54	56	1st	2nd	3rd	4th	5th	6th	7th	8th	50	70	9th	10th	11th	12th
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

General/Schedule Employee Entry

Mississippi Student Information System: General/Schedule Employee Entry - Production - Enter Mode

File Interfaces Maintenance Modules Reports Security Query Block Help

Employee Select District District Info Schedule Salary Special Ed

**Mississippi Student Information System
General/Schedule Employee Entry**

District Name Last Name First Name MI SSN Teacher Salary Annual Salary

[Non-Teaching Salaries]

Course	Description	Salary	National Board Certificate Number	Issue Date	Expiration Date
902002	CCC (AHSA) - SPEECH THERAPIST/AUDIOLOGIST	8000	12083212	12/31/2016	12/31/2018

General/Schedule Employee Entry

Mississippi Student Information System: General/Schedule Employee Entry - Production - Enter Mode

File Interfaces Maintenance Modules Reports Security Query Block Help

Employee Select District District Info Schedule Salary Special Ed

Mississippi Student Information System General/Schedule Employee Entry

District	Name	Last Name	First Name	MI	SSN	School Year
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	2018-2019

Total Number Regular Minutes Contract Days	187	A
Total Number Instructional Minutes Per Day	90	B
Total Number After Hours Contract Days		C
Total Number After Hours Instructional Minutes Per Day	0	D

Formula for computing Instructional Time more than 100%:

Students LEA Comments

Total 3 and 4 Year Olds	2
Total Enrollment	23
Instructional Time More Than 100%	

NATIONAL BOARD

National Board Personnel

Shows the supplement salary that has been entered by the district for each person.

National Board Payments

Shows the MSIS calculated payment amount for each person receiving the supplement.

National Board Edits

Helps to identify errors on the individual employee schedule(s) in MSIS.

National Board - Personnel

The screenshot displays the Mississippi Student Information System (MSIS) interface. The window title is "Mississippi Student Information System" and the main menu bar includes "File", "Interfaces", "Maintenance", "Modules", "Reports", "Security", "Query", "Block", and "Help". The "Reports" menu is open, showing a list of report categories. The "Personnel Data" category is selected, and a sub-menu is displayed with the following items:

- Blank Data Entry Forms
- General/Schedule Listing
- District Zero Salary Report
- Detail Personnel Listing
- Public Personnel Request Report
- Paraprofessionals
- User Defined Report
- Teacher Schedule
- Teacher Salary Schedule
- National Board Personnel** (highlighted)
- Teacher Absences
- National Board Edits
- National Board Payments
- Empl List by Course
- Empl List by Race/Gender
- Assistant Reading Instructor
- Certified Employees
- Roll Employee Status
- Summer Program
- MAEP
- Accreditation

The MSIS logo is visible in the bottom left corner of the interface, featuring the text "MSIS" in a large, stylized font, with "Mississippi Student Information System" below it. The status bar at the bottom of the window shows "Record: 1/1".

National Board - Personnel

Mississippi Student Information System
Mississippi Student Information System - Report Selection Criteria Screen - Production - Enter Mode

File Interfaces Maintenance Modules Reports Security Query Block Help

Mississippi Student Information System Report Selection Criteria Screen

National Board Personnel

District: Name: School: Name:

All Schools

First Name: MI:

Valid values for District

Find:

Name	District
ABERDEEN SCHOOL DIST	4820
ALCORN SCHOOL DIST	0200
ALCORN STATE UNIVERSITY	1105
AMITE CO SCHOOL DIST	0300
AMORY SCHOOL DIST	4821
ANGUILLA SCHOOL DIST	8311

Find OK Cancel

Regular Vocational SPED

District Record Type

OP OS ON

Display User Name
 Display Employee SSN
 Display Employee Salary

Gifted Type Indicator
 Vocational Indicator
 Technical Program Indicator
 Special Ed Indicator
 LE Indicator
 IE Indicator
 Migrant Indicator
 Immigrant Indicator
 CEIS Indicator
 504 Indicator

TitleIelig Indicator
 TitleIread Indicator
 TitleIlang Indicator
 TitleImath Indicator
 TitleIhome Indicator
 TitleIengdel Indicator
 TitleISocial Indicator
 TitleIScience Indicator
 TitleISupport Indicator
 Pathway Indicator

Choices in list: 255
Record: 1/1

National Board - Personnel

**Mississippi Student Information System
National Board Personnel**

Report : National Board Personnel

Run by : CAUSTIN

Report Date: September 5, 2019 09:31 A

National Board - Personnel

National Board Personnel

CAUSTIN

2018 - 2019

MSIS

September 5, 2019
Thursday, 10:02 AM

Page 1 of 2

	Days Employed	Supplement Salary	Certificate Number	Issue Date	Expire Date	Course Code	Dist Time
[REDACTED]							
[REDACTED]							
[REDACTED]	187	6000	14172510	12/31/18	12/31/19	902002	100
[REDACTED]	220	6000	12079985	12/31/08	12/31/19	902002	100
[REDACTED]	187	6000	14050883	12/31/08	12/31/19	902002	100
[REDACTED]	90	3000	959395	12/31/08	12/31/19	902002	50
[REDACTED]							
[REDACTED]	187	6000	1139886	11/09/17	11/09/27	902001	100
[REDACTED]	187	6000	1100707	11/18/15	11/18/25	902001	100
[REDACTED]	187	6000	498349	11/15/11	11/15/21	902001	100
[REDACTED]	220	6000	270230	08/25/10	09/30/23	902003	100
[REDACTED]							
[REDACTED]	187	6000	985756	11/18/15	11/18/25	902001	100
[REDACTED]							
[REDACTED]	187	6000	19901937	11/30/09	11/30/19	902001	100
[REDACTED]	187	6000	12104573	12/31/08	12/31/19	902002	100
[REDACTED]	187	6000	260669	01/31/13	01/31/23	902003	100
[REDACTED]	187	6000	14107795	03/31/09	03/31/19	902002	100
[REDACTED]	187	6000	19903267	11/30/09	11/30/19	902001	100
[REDACTED]	187	6000	1165339	11/09/17	11/09/27	902001	100
[REDACTED]	187	6000	1133290	12/31/16	12/13/26	902001	100
[REDACTED]	187	6000	1188167	11/21/08	11/21/28	902001	100

National Board – Expiring Certificate

Any teacher with license that expires in November 2019 but are employed with the District for the full school year, is eligible to receive (and the district should be reimbursed) the full \$6,000.00 supplement for the 2019-2020 school year.

Note: If the teacher leaves the school district prior to contractual terms, the teacher shall receive a prorated amount based upon the actual days worked.

IMPORTANT DATES TO REMEMBER



Prior to
October 15th

\$6000.00
Salary
Supplement

After October
15th but Before
February 15th

\$3,000.00
Salary
Supplement



National Board – Payments

The screenshot displays the MSIS application window. The title bar reads "Mississippi Student Information System - Main Screen - Production - Enter Mode". The menu bar includes "File", "Interfaces", "Maintenance", "Modules", "Reports", "Security", "Query", "Block", and "Help". The "Reports" menu is open, showing a list of report categories. The "Personnel Data" category is selected, and its sub-menu is displayed, listing various reports. The "National Board Payments" option is highlighted in blue. The MSIS logo is visible in the lower-left corner of the application area.

- Free Lunch Eligibility
- Student Data
- Personnel Data**
- Monthly Attendance
- Career and Technical Education Data
- Special Education Data
- Financial Data
- District
- Federal Programs
- MS Report Card
- Superintendents Annual
- Personnel Snap Shot

- Blank Data Entry Forms
- General/Schedule Listing
- District Zero Salary Report
- Detail Personnel Listing
- Public Personnel Request Report
- Paraprofessionals
- User Defined Report
- Teacher Schedule
- Teacher Salary Schedule
- National Board Personnel
- Teacher Absences
- National Board Edits
- National Board Payments**
- Empl List by Course
- Empl List by Race/Gender
- Assistant Reading Instructor
- Certified Employees
- Roll Employee Status
- Summer Program
- MAEP
- Accreditation

MSIS
Mississippi Student
Information System

Record: 1/1

National Board – Payments

Mississippi Student Information System
Mississippi Student Information System - Report Selection Criteria Screen - Production - Enter Mode

File Interfaces Maintenance Modules Reports Security Query Block Help

Mississippi Student Information System Report Selection Criteria Screen

National Board Payments

District Name School Name

All Schools

Find %

Name	District
ABERDEEN SCHOOL DIST	4820
ALCORN SCHOOL DIST	0200
ALCORN STATE UNIVERSITY	1105
AMITE CO SCHOOL DIST	0300
AMORY SCHOOL DIST	4821
ANGOLA SCHOOL DIST	6314

Regular Vocational SPED

District Record Type

Display User Name
 Display Employee SSN
 Display Employee Salary

Gifted Type Indicator
 Vocational Indicator
 Technical Program Indicator
 Special Ed Indicator
 LE Indicator
 IE Indicator
 Migrant Indicator
 Immigrant Indicator
 CEIS Indicator
 504 Indicator

TitleIelig Indicator
 TitleIread Indicator
 TitleIlang Indicator
 TitleImath Indicator
 TitleIhome Indicator
 TitleInegdel Indicator
 TitleIsocial Indicator
 TitleIsience Indicator
 TitleIsupport Indicator
 Pathway Indicator

Choices in list: 255
Record: 1/1

National Board – Payments

**Mississippi Student Information System
National Board Payments**

Report : National Board Payments

Run by : CAUSTIN

Report Date: September 5, 2019 09:53 A

National Board – Payments

National Board Payments				
CAUSTIN	2018 - 2019			MSIS
September 5, 2019 Thursday, 10:00 AM				Page 1 of 2
Employee SSN	1st Half Allocation	2nd Half Allocation	Total Allocation	
████████████████████				
████████████████████				
████████████████████	3000	3000	6000	
████████████████████	3000	3000	6000	
████████████████████	1500	1500	3000	
████████████████████				
████████████████████	3000	3000	6000	
████████████████████	3000	3000	6000	
████████████████████	3000	3000	6000	
████████████████████	0	0	0	
████████████████████				
████████████████████	3000	3000	6000	
████████████████████				
████████████████████	3000	3000	6000	
████████████████████	3000	3000	6000	
████████████████████	3000	3000	6000	
████████████████████	0	0	6000	
████████████████████	3000	3000	6000	
████████████████████	3000	3000	6000	
████████████████████	3000	3000	6000	
████████████████████	3000	3000	6000	
████████████████████	3000	3000	6000	
████████████████████	3000	3000	6000	
████████████████████	3000	3000	6000	
████████████████████	3000	3000	6000	
████████████████████				
████████████████████	3000	3000	6000	
████████████████████	3000	3000	6000	
████████████████████	3000	3000	6000	
████████████████████	3000	3000	6000	
████████████████████	3000	3000	6000	
████████████████████	3000	3000	6000	

National Board – Edits

The screenshot displays the Mississippi Student Information System (MSIS) main screen. The window title is "Mississippi Student Information System - Main Screen - Production - Enter Mode". The menu bar includes "File", "Interfaces", "Maintenance", "Modules", "Report", "Security", "Query", "Block", and "Help". The "Report" menu is open, showing a list of options. The "National Board Edits" option is highlighted in blue. The MSIS logo is visible in the bottom left corner of the main screen area.

- Report
 - Blank Data Entry Forms
 - General/Schedule Listing
 - District Zero Salary Report
 - Detail Personnel Listing
 - Public Personnel Request Report
 - Paraprofessionals
 - User Defined Report
 - Teacher Schedule
 - Teacher Salary Schedule
 - National Board Personnel
 - Teacher Absences
 - National Board Edits**
 - National Board Payments
 - Empl List by Course
 - Empl List by Race/Gender
 - Assistant Reading Instructor
 - Deified Employees
 - Roll Employee Status
 - Summer Program
 - MAEP
 - Accreditation

National Board – Edits

Mississippi Student Information System

Mississippi Student Information System - Report Selection Criteria Screen - Production - Enter Mode

File Interfaces Maintenance Modules Reports Security Query Block Help

Mississippi Student Information System
Report Selection Criteria Screen

National Board Edits

District Name School Name

All Schools

Find %

Name	District
ABERDEEN SCHOOL DIST	4820
ALCORN SCHOOL DIST	0200
ALCORN STATE UNIVERSITY	1105
AMITE CO SCHOOL DIST	0300
AMORY SCHOOL DIST	4821
ANGUILLA SCHOOL DIST	6311

Regular Vocational SPED

District Record Type
 P S N

Display User Name
 Display Employee SSN
 Display Employee Salary

Gifted Type Indicator
 Vocational Indicator
 Technical Program Indicator
 Special Ed Indicator
 LE Indicator
 IE Indicator
 Migrant Indicator
 Immigrant Indicator
 CEIS Indicator
 504 Indicator

Titleelig Indicator
 Titleread Indicator
 Titleilang Indicator
 Titleimath Indicator
 Titleihome Indicator
 Titleinegdel Indicator
 Titleisocial Indicator
 Titleisience Indicator
 Titlesupport Indicator
 Pathway Indicator

National Board – Edits

NATIONAL BOARD PERSONNEL EDITS REPORT -

CAUSTIN

2018 - 2019

MSIS

September 5, 2019
Thursday, 10:26 AM

Page 1 of 1

032

SSN: [REDACTED] NAME: [REDACTED]

RACE GENDER: BF

YEARS OF EXPERIENCE: 13 DISTRICT TIME: 100 DAYS EMPLOYED: 187 LEVEL ASSIGNMENT: ANNUAL SALARY: 46980

ADDRESS: [REDACTED] CITY: [REDACTED] STATE/ZIP: [REDACTED] PHONE: [REDACTED]

TERM/ PRD SEM NO.	COURSE	MIN	STUD	LO GRADE	HI GRADE	UNITS	FED PROG	RES	SCHE TYPE	COURSE TITLE
S1 1	239901	55	19	04	04	000	0		NM	LANGUAGE ARTS- GRADES K-6
S1 2	851001	55	0	62	06	000	0		NM	INSTRUCTIONAL PLANNING TIME
S1 3	239901	55	19	04	04	000	0		NM	LANGUAGE ARTS- GRADES K-6
S1 4	239901	55	21	04	04	000	0		NM	LANGUAGR ARTS- GRADES K-6
S1 5	239901	55	21	04	04	000	0		NM	LANGUAGE ARTS- GRADES K-6
S1 6	239901	55	23	04	04	000	0		NM	LANGUAGE ARTS- GRADES K-6
S1 7	239901	55	23	04	04	000	0		NM	LANGUAGE ARTS- GRADES K-6
S1 8	902001	55	0	62	06	000	0		NM	NATIONAL BOARD - CERTIFIED TEACHER/COUNSELOR/LIBRARIAN

CERTIFICATION

CERTIFICATE NO.	PENDING	TYPE	ISSUED DATE	EXPIRE DATE
-----------------	---------	------	-------------	-------------



Certification information not in MSIS

National Board – Reconciliation

- FY20 National Board payments will be reimbursed initially based upon the personnel data entered in MSIS for the 2018-2019 school year.
- National Board allocations are paid to the districts in 1/12 installments.
- During the month of February of the FY20 school year, the National Board Payments report re-calculates national board payments based upon the actual number of eligible teachers, as defined in the 2019-2020 MSIS Personnel Report.

National Board – Reconciliation

- The new payment amounts for districts will be reflected in payments beginning March through June.
- Some districts will have been overpaid Y-T-D February when the reconciliation takes place and will have to submit a refund payment to our office. The impacted districts will be contacted individually and will be provided details on how to remit the refund payments.

National Board – Reconciliation

	2019 Allocation	July 2019	Aug 2019	Sept 2019	Oct 2019	Nov 2019	Dec 2019	Jan 2019	Feb 2019	YTD Paid	2020 Allocation	Mar 2020	Apr 2020	May 2020	Jun 2020
District A	\$ 85,000.00	\$7,083.33	\$7,083.33	\$7,083.33	\$7,083.33	\$7,083.33	\$7,083.33	\$7,083.33	\$7,083.33	\$ 56,666.64	\$ 92,000.00	\$8,833.33	\$8,833.33	\$8,833.33	\$8,833.37



Under this scenario, District A receives additional amounts Mar thru Jun, the difference in Feb YTD and 2020 Allocation amount.

	2019 Allocation	July 2019	Aug 2019	Sept 2019	Oct 2019	Nov 2019	Dec 2019	Jan 2019	Feb 2019	YTD Paid	2020 Allocation	Mar 2020	Apr 2020	May 2020	Jun 2020
District B	\$ 14,808.00	\$1,234.00	\$1,234.00	\$1,234.00	\$1,234.00	\$1,234.00	\$1,234.00	\$1,234.00	\$1,234.00	\$ 9,872.00	\$ 7,404.00	\$0.00	\$0.00	\$0.00	\$0.00



Under this scenario, District B would owe the State a refund in the amount of \$2,468.00, the amount of the overpayment Feb YTD and 2020.

National Board – Fee Reimbursement

- The only forms required to be submitted to the Office of School Financial Services are those associated with the reimbursement of fees:
 - Must submit proof of payment
 - Must submit a copy of the score report
 - Fees associated with the retaking of the NBPTS process are not eligible for reimbursement.
 - Fees paid by 3rd parties are not reimbursable, i.e. grants and scholarships

National Board – Fee Reimbursement

Page 1 of 2 Pages

REQUEST FOR FUNDS
PROCESS COST REIMBURSEMENT FOR INITIAL FEE FOR
ACQUIRING NATIONAL CERTIFICATION
For SCHOOL YEAR _____

Dist No. _____ Name of School District (or other employer)

I am requesting the reimbursement for the cost of completing the process of acquiring certification for the attached list of teachers, counselors, speech pathologists or audiologists and/or school nurses. I am certifying, by my signature below, that the attached list of individuals are:

- T employed in accordance with the percent of district time so stated, as a teacher, counselor, speech pathologist or audiologist, and/or school nurse as the case may be, and not as an administrator.
- T assigned the majority of the day (the equivalent of a minimum of three (3) normal periods) to the course/work areas indicated by the Mississippi Board of Education Policy, OR, when not assigned to those course/work areas, the individual is assigned to other course/work areas the majority of the day and is working directly with children (must be evidenced by an attached letter from the employer.)

Certified by:

Signature of Superintendent (or appropriate official when not a school district) _____ Title
Printed Name: _____ Date: _____

Documentation Requirements:

For \$6,000 salary supplement (or portion thereof) – the following documents, for each individual listed on the attached form, MUST accompany the request.

- NATIONAL CERTIFIED SCHOOL NURSE (NCSN)
 - < Copy of the certification ISSUED BY the National Board for Certification of School Nurses.
 - < Copy of a Verification issued by NCSN which indicates that the school nurse holds the NCSN credential.

For reimbursement of the cost of completing the process for acquiring certification.

- MASTER TEACHER CERTIFICATE (MTC) – Employee shall be reimbursed the actual cost of completing each component of acquiring certificate or endorsement, not to exceed Five Hundred Dollars (\$500.00) for each component, not to exceed four (4) components.
 - < Copy of the Candidate Notification Letter Contained in the Candidate Score Report issued by the National Board for Professional Teaching Standards.
 - < Copy of receipt or canceled check.

- NATIONAL CERTIFIED SCHOOL COUNSELOR (NCSC) – \$500 maximum, one time reimbursement.
 - < Copy of receipt or canceled check.
 - < NOTE: Reimbursement for post-graduate work is not permitted.

- SPEECH LANGUAGE PATHOLOGIST OR AUDIOLOGIST (CCC) – \$500 maximum, one time reimbursement.
 - < Copy of receipt or canceled check.
 - < NOTE: Reimbursement for post-graduate work is not permitted.

- NATIONAL CERTIFIED SCHOOL NURSE (NCSN) – Actual cost of certification process, one time reimbursement.
 - < Copy of receipt or canceled check.
 - < NOTE: Reimbursement for post-graduate work is not permitted.

- CERTIFIED ACADEMIC LANGUAGE THERAPIST (CALT) - \$500 maximum, one time reimbursement.

National Board – Fee Reimbursement

NATIONAL BOARD *for Professional Teaching Standards*

December 01, 2018

Certification Area: [REDACTED]

Candidate ID: [REDACTED]

Dear [REDACTED]

Thank you for your hard work and dedication in pursuing National Board Certification. The score report below reflects your highest score with any associated feedback statements for each component you have taken. The National Board follows a comprehensive and detailed process to ensure all scoring decisions are valid, reliable and accurate before releasing score reports.

If your score was less than 3.75 on a portfolio entry, you received standardized feedback on your score report. Feedback statements were developed based on the Five Core Propositions and are intended to guide you in the general area in which you might want to reflect on your performance when preparing to retake any component(s).

Your certification is still in progress because you have not yet completed your initial attempt of all four components. Please see the *Important Completion and Retake Rules* in the [Scoring Guide](#) for rules regarding completing your initial attempt of all four components and also regarding retakes. Then [log into your account](#) and find out what components you still need to take by the third year of your candidacy.

On behalf of all of us at the National Board, I commend you on your professionalism in undertaking this challenge and your commitment to improving education in America. We look forward to your continued engagement with National Board Certification.

Warm regards,



Peggy Brookins, NBCT
Mathematics – AYA Certified 2004, Renewed 2013
President and CEO

National Board – Fee Reimbursement

NATIONAL BOARD

for Professional Teaching Standards

Score Report for

Candidate ID:

Certification Area:

Assessment Cycle:

Mathematics-Adolescence and Young Adulthood

2017 - 2018

Your Status:
Certification in Progress

Score Requirements

This section shows whether or not you met all three score requirements. If there is a Yes displayed for each score requirement, you achieved National Board Certification.

Score Requirements	Your Highest Score	Met Score Requirement?
Assessment Center Section Average Score of at least 1.75	1.844	Yes
Portfolio Section Average Score of at least 1.75	N/A	No
Total Weighted Scaled Score of at least 110	N/A	No

N/A = not available because a component(s) has not been attempted or a valid score is not available.

Score Information:

- For information on interpreting your scores and important retake considerations, please see the [Scoring Guide: Understanding your Scores](#).
- If your score was less than 3.75 on a portfolio entry, your score report includes standardized feedback tailored to your individual performance. Feedback statements were developed based on the Five Core Propositions and intended to guide you in the general area in which you might want to reflect and improve on your performance.

For more information, visit www.nbt.org.

National Board – Fee Reimbursement

NATIONAL BOARD
for Professional Teaching Standards

Financial Statement

National Board ID: [REDACTED] | Name: [REDACTED] | Previous Assessment Year | 2018 - 2019

Certification Track	Certification Period	Registration Status
Exceptional Needs Specialist-Ages birth-21+: Early Childhood through Young Adulthood-Mild/Moderate Disabilities (ages 5-21+)	2017-2022	Registered

Candidate Financial Records

Financial Date	Type	Details	Amt Due	Amt Paid
03/31/2018	Charge	Registration Fee	\$ 75.00	
12/18/2018	Payment	CC 2403		\$ 75.00
		Total Balance Due	\$ 0.00	

C1: Content Knowledge Assessment - Financial Records

Financial Date	Type	Details	Amt Due	Amt Paid
12/18/2018	Charge	C1: Content Knowledge Assessment Fee	\$ 475.00	
02/28/2019	Payment	CC 2403		\$ 475.00
		Total Balance Due	\$ 0.00	

C3: Teaching Practice and Learning Environment - Financial Records

Financial Date	Type	Details	Amt Due	Amt Paid
12/18/2018	Charge	C3: Teaching Practice and Learning Environment Fee	\$ 475.00	
02/28/2019	Payment	CC 2403		\$ 475.00
		Total Balance Due	\$ 0.00	

C4: Effective and Reflective Practitioner - Financial Records

Financial Date	Type	Details	Amt Due	Amt Paid
12/18/2018	Charge	C4: Effective and Reflective Practitioner Fee	\$ 475.00	
02/28/2019	Payment	CC 2403		\$ 475.00
		Total Balance Due	\$ 0.00	

FY 20 National Board – Master Teacher

Enter National Board eligible in MSIS

All districts must have all personnel data entered in MSIS by December 6th so that the data will be included on the snapshot and Accreditation edits and all year-end personnel reports can run from the snapshot data.

FY20 National Board Edits Report

Generate this report for a listing of all individuals with MSIS errors.

FY20 National Board Personnel Report

Generate this report for a listing of all National Board eligible employee information and supplement amounts that have been entered in MSIS.

Reconciliation

FY 20 National Payments Report

Generate this report for a summary, by district, of the MSIS calculated National Board payment.

FY 19 National Payments Report

FY20 National Board District Allocations

The National Board payments that district receive from July through February are based upon the FY19 National Board eligible individuals. Districts have until the end of the day on February 15th, to enter the National Board info for nationally certified individuals into MSIS. Districts should not change any information after February 15th unless they first contact MDE. A reconciliation between **current** and **prior** year personnel will be performed after February 15th, and payments will be adjusted for the remainder of the year (Mar thru June). **NOTE:** Some districts may owe the State a refund after the reconciliation is performed.

National Board Documentation

Prior to FY09, school districts submitted all National Board documents to the Office of School Financial Services for review prior to any reimbursements and/or salary supplements. The National Board process has since been administered online via MSIS; therefore, it is imperative that all documents, i.e. certificates, receipts, pass or fail letters, etc. be maintained by the Business Office in the event individual record(s) are audited in conjunction with payments.

Source Documentation



Items to maintain on file:

- Request for Funds-Process Cost Reimbursement Forms
- National Board Pass/Fail Letters
- Proof of Payment
- Copies of Certificates
- NCSC Certificate when requesting counselor supplement
- Valid ASHA cards

NATIONAL BOARD
for Professional Teaching Standards

December 01, 2018

Certification Area: **Exceptional Needs Specialist-Early
Childhood through Young Adulthood-Gifted and Talented**

Candidate ID: [REDACTED]

Dear [REDACTED]

I am pleased to inform you that you are a National Board Certified Teacher! On behalf of all of us at the National Board, congratulations on this significant achievement.

I want you to know that the National Board follows a comprehensive process to ensure all scoring decisions are valid, reliable and accurate before releasing score reports.

Your score report, below, provides details. I'm sure you'll look forward to receiving your certificate, which should reach you early next year. It will be valid for a period of five years from the date printed on this letter.

In the meantime, I want to welcome you to the growing ranks of National Board Certified Teachers (NBCTs) who are transforming the profession. To realize the dramatic improvements we all seek for students, Board certification must become the norm and the expectation in teaching. This vision must be embraced and driven by teachers like yourself. I hope you will help to advocate for supportive policies and programs in your district and state to enable more of your peers to follow in your footsteps.

As an NBCT, many doors are open to you, whether it is the chance to serve as a candidate mentor, a curriculum writer, or perhaps a leadership position in your union or school district. I encourage you to see this milestone as part of your teacher leadership journey.

In addition, I hope you will stay in touch on Facebook and Twitter and consider joining or starting an NBCT Network in your area. You will soon receive our monthly e-newsletter (The Boardroom), as well as other emails with information on opportunities to learn and lead targeted especially for you. We look forward to hearing from you, too. Again, congratulations and thank you for your dedication to your students, to teaching, and to our nation's future.

Warm regards,



Peggy Brookins, NBCT
Mathematics - AYA Certified 2004, Renewed 2013
President and CEO

National Board for Professional Teaching Standards

NATIONAL BOARD
for Professional Teaching Standards

The Board of Directors has declared

[REDACTED]
National Board Certified Teacher
[REDACTED]

This candidate has met the high and rigorous standards for which accomplished teachers should strive and be able to do, and has successfully completed the national assessment certifying teachers who have met these standards.

Peggy Franklin, NBCT
Peggy Franklin, NBCT
President and CEO

Tom Holley
Tom Holley
Chief, Board of Directors

Sharon Hollinger-Johnson, NBCT
Sharon Hollinger-Johnson, NBCT
Vice Chair, Board of Directors


Certificate Number: [REDACTED]
Issued January 23, 2017. Expires December 16, 2020

- Carefully review the issue and expiration dates that are entered in MSIS in conjunction with the ASHA-CCC endorsement. Teachers who have a certification from the American Speech & Hearing Association receive a new card annually, e.g. 01/01/19 through 12/31/19. To ensure the full payment in MSIS, for recurring certification, the original issue date should always be utilized in MSIS, and change made to the expiration date only.

NCSC2.pdf - Adobe Acrobat Pro
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nbcc.  NATIONAL BOARD FOR CERTIFIED COUNSELORS

8 Terrano Way
Greensboro, North Carolina
27409-0660 USA

TEL: +1.336.547.0907
FAX: +1.336.547.0017
www.nbcc.org

Dear National Certified School Counselor:

Congratulations on your successful participation in the National Board for Certified Counselors (NBCC) certification process. Your National Certified School Counselor (NCSC) certification is based on your training, professional experience and score on the National Certified School Counselor Examination (NCSCCE). You may now use the NCSC designation as part of your professional credentials (e.g., on your business cards and Web site). Please visit www.nbcc.org/certmark.htm for more information and a downloadable copy of the certification mark.

Certification Materials and Important Information
Your NCSC certificate is enclosed. Please take note of the certification date and expiration date. Because specialty certification dates correspond to the expiration date of your National Certified Counselor (NCC), your first specialty certification period may be shorter than five years. Subsequent certification periods will always be five years. Your name appears on the certificate as it does in our records. NBCC policy does not allow the use of titles and degrees on the certificates.

The yearly statement for your NCC will include the annual fee for your NCSC. As long as you hold the NCC certification, you must adhere to NBCC policies and procedures, including the NBCC *Code of Ethics*. Remember, certificants must provide disclosures to NBCC in the event that they become the subject of a legal, criminal or disciplinary matter. These disclosures must be submitted in writing to NBCC within 60 days of the individual becoming aware of the charge or complaint.

Recertification
In order to recertify your NCSC certification, you must maintain your NCC. In addition, of the 100 continuing education clock hours required for NCC recertification, 25 must be in school topics. Information regarding continuing education requirements can be found at www.nbcc.org/recertification.


You can now track your hours online with our continuing education portfolio, one of many new features available through ProCounselor, at <https://procounselor.nbcc.org>. If it is your first time logging in, click "Forgot Password" to obtain your password. Go to the "My Certifications" page to begin logging your continuing education.


Verification of Certification and Examination Score
This letter is for your personal records. It does not serve as official verification of your certification status. To verify your certification, please visit www.nbcc.org/verify. If you need an official verification of certification sent to a third party, please e-mail your request to recertification@nbcc.org.

To request that an official examination score verification report be sent to a third party, visit our online store through ProCounselor.

Again, congratulations on this important professional achievement.

Sincerely,


Kylie Dotson-Blake, Ph.D., NCC, LPC
NBCC Board Chair


Thomas Clawson, Ed.D., NCC, NCSC, LPC
NBCC President and CEO



National Board for Certified Counselors®, Inc.
Certifies that



has met the professional school counseling standards established
by the Board and has earned recognition as a
National Certified School Counselor™ (NCSC™)

Certificate Number

June 25, 2019

Certification Date



Victoria M. Jones

Chairperson

June 30, 2024

Expiration Date

This certificate is valid only as long as the National Certified Counselor® (NCC®) credential is current.

NCC – NOT REIMBURSED



National Certified School Nurse

- **MS Code 37-19-7:** “...the total number of licensed school nurses eligible for a salary supplement under this paragraph (ii) shall not exceed thirty-five (35)” **(SB 2658 effective July 1, 2013)**
- If a school district employs a new national board-certified school nurse or if current school nurse retires or leaves employment, SFS should be notified

National Board for Certification of School Nurses

Be it known that



*has successfully met the requirements of
The National Board for Certification of School Nurses
and is hereby recognized as a*

Nationally Certified School Nurse



Certification Number: 

Date Valid from 7/1/2018 to 6/30/2023

A handwritten signature in cursive script, appearing to read "Shirley Braden".

President

Certified Academic Language Therapist (CALT) - 902010

- SB 2658 provides for 20 certified academic language therapist who have met the certification requirements of the Academic Language Therapy Association to receive the national board supplement.
- The process of receiving applications and verifying eligibility for the certified academic language therapist is administered by the Office of School Financial Services.

National Board - FAQs

NATIONAL BOARD FAQs

Q. If a teacher only works part-time, will he/she be entitled to receive the full salary supplement?

A. Teacher will only be eligible to receive a pro-rated supplement based in proportion to his/her percentage of district time employed.

Q. Can a teacher only be paid for five (5) years for National Board Certification?

A. Certificates issued by the National Board for Professional Teach Standards are valid for 5 years. These certificates are renewable. There is nothing in the law that limits a teacher/counselor to receiving the \$6,000 supplement for 5 years. However, if the certificate expires and is not renewed then obviously the teacher/counselor will no longer be eligible to receive the supplement.

Q. Can a teacher be reimbursed the cost of renewing a certificate?

A. The state will not reimburse any expense for renewing a certificate. **See MS Code 37-19-7.**

NATIONAL BOARD FAQS

Q. If a teacher retires then returns to work, can they still be paid for (1/2) of the National Board supplement.

A. It would depend on the schedule, and on the percentage of district time. If the schedule does not show teaching at least $\frac{1}{2}$ of the day, they would not be eligible. If they are not 100% district time, they would not get the entire amount.

Q. Do Physical Therapists and Occupational Therapists with national board certification qualify for any additional money like Speech Therapists with that certification?

A. The code section that authorize payment for Master Teacher 37-19-7 does not address either of these positions.

National Board - FAQs

NATIONAL BOARD FAQs

Q. I have a teacher with a certificate that expires in November 15, 2019. Will we be reimbursed the full amount of national board for school year FY20?

A. For teachers employed for the whole year that have a valid certificate on October 15th and remain with the district for the entire year, they should receive (and the district should be reimbursed) the full \$6,000 even if their certificate expires in November.

Q. We have a teacher who is National Board certified and is interested in taking a counselor job at her school. Will she be able to be paid the National Board supplement if she takes the counselor job?

A. No. To be paid the supplement for a counselor, you must have the NCSC certification. The certification does not cross over.

Q. I have a teacher who is not employed with the district 100% of time. Do I need to make an adjustment in MSIS to the district percent of time?

A. Yes. MSIS calculates payment amounts in conjunction with the Issue Dates, Expiration Dates, and District Percent of Time.

National Board - FAQs

NATIONAL BOARD FAQs

Q. I have a teacher with the National Certified Counselor (NCC) endorsement. Is he/she entitled to the National Board Supplement?

A. No. There are two endorsements issued by the National Board of Certified Counselors. The state only reimbursed the National Certified School Counselor (NCSC) endorsement.

Q. I have a teacher with the National Certified School Counselor (NCSC) endorsement. Can he/she receive the supplement if employed as a regular ed classroom teacher next year?

A. No. The National Certified School Counselor (NCSC) endorsement only works, with prescribed MDE course codes: Special Populations Personnel, SPED Counselor, Counselor Non-Vocational Elementary, Counselor-Vocational, Counselor Non-Vocational Secondary.

Q. The district has employed a teacher from another school district who was currently receiving the National Board supplement. Do we pay any portion of the National Board supplement for the remainder of this school year?

A. The former school district must contact the MDE so that salary adjustments can be made for the employee. Any pro-rated salary supplement remaining is due to the employee from the receiving school district.

Additional Resources

www.mdek12.org

OFFICE OF SCHOOL FINANCIAL SERVICES

www.nbpts.org

NATIONAL BOARD FOR PROFESSIONAL TEACHING STANDARDS

www.asha.org

AMERICAN SPEECH-LANGUAGE-HEARING ASSOCIATION

- Certificate of Clinical Competence
- Certified Academic Language Therapist

Additional Resources (cont.)

www.nbcc.org

NATIONAL BOARD FOR CERTIFIED COUNSELORS

www.nbcsn.org

NATIONAL BOARD FOR CERTIFICATION OF SCHOOL NURSES

Questions

