

Timelines and Planning

New SPED Directors Boot Camp

July 26-27, 2016



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

State Board of Education Goals 5-Year Strategic Plan for 2016-2020

- ✓ All students are proficient and show growth in all assessed areas
- ✓ Every student graduates high school and is ready for college and career
- ✓ Every child has access to a high quality early childhood program
- ✓ Every school has effective teachers and leaders
- ✓ Every community effectively uses a world-class data system to improve student outcomes

- IEP Review
- Complete Board Packets for Goods and Services
- Complete Speech-Language Scholarship Certification Form – Due July 29, 2016
- Check Teacher Units and vacancy lists
- Review Project Application
- Plan Professional Development training for beginning of school

- Request and check teacher and student schedules
- Schedule Speech-Language Screenings for K and/or 1st grade
- Complete Educable Child Find Application (Residential Placement)
- Request FY16 IDEA, Pre-School and ESY Expenditure Reports from Business Manager to prepare for MDE Annual Expenditure Report due on September, 30, 2016
- Complete public notice for Child Find
- Complete Fall Benchmark testing

- Complete Positive Behavior Specialist Request for Funds
- Complete Educational Interpreter Request for Funds
- Review/Correct Information Included in MSIS Personnel Report (based on Teacher and Student Schedules)
- Review/Correct MSIS Data for SCD population and correct teacher lists
- Send Teacher by Students MSIS lists to teachers for corrections and additions
- Complete ESY Request for Reimbursement – Due September 30, 2016

- Complete Annual Expenditure Report – Due September 30, 2016
- Schedule and complete Headstart Speech-Language Screenings
- Complete 1st Pay period Ed Child Request Form (August and September, 2016)- Due September, 30, 2016

- MSIS - Begin MSIS entries for December 1 Child Count using teacher corrections and additions sent in September
- MSIS - Begin verification/correction of Teacher/Student schedule conflicts to submit by November 1/Month 02 submission
- Check and verify IEP Progress Reports

- MSIS - Complete MSIS entries for December 1 Child Count and check for missing information and correct
- MSIS - Continue verification/correction process of Teacher/Student schedule conflicts to submit by December 1/Month 03 submission

- Final check for MSIS TU Edit report – No corrections after December 10, 2016
- Submit Verification form for December 1 Count and Run Post Cut Off Report for final Dec. 1 Count
- 2nd Pay Period – Ed Child Request Form (October and November, 2016 payments)- Due December 1, 2016
- Send Semi-Annual Forms for all 100% IDEA federally paid employees – Complete by last day of 1st Semester

- Plan and conduct Professional Development (IEP and ESY Training)
- Complete Internal Fixed Assets Inventory check at all sites
- Complete public notice for child find
- Check for completion of Progress Reports
- Complete Winter Benchmark testing

- 3rd Pay period - Ed Child Request Form (December, 2016 and January, 2017 payments)- Due February 1, 2017
- Work with teachers on completing IEPs, ESY and Re-evals
- Check expenditure reports for any needed Amendments

- 4th Pay period - Ed Child Request Form (February and March, 2017 payments)- Due Due March 30, 2017
- Recruit teachers and other service providers (SLP, OT and PT) to work during ESY
- Work with teachers on completing IEPs, ESY and Re-evals

- All ESY Decisions must be made by April 15, 2017
- Schedule teachers to check in ESY, IEPs and Re-evals due before April 15, 2017
- ESY Application Due April 30, 2017

- Send Semi-Annual Forms for all 100% IDEA federally paid employees – Complete by last day of 2nd Semester
- Complete Spring Benchmark testing
- Begin work on Project Application and schedule dates for Private School Consultations (if needed)
- Check due date for Projected Budget with Business Manager

- Complete Project Application and Executive Summary
- 5th Pay period - Ed Child Request Form (April and May, 2017 payments)- Due June 1, 2017

Questions, Concerns, Comments

Contacts

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