

\*NOTE: Red bulleted items indicate asst/support staff help or leadership in getting these done.

## Aug/School Year Start Up To Do

- Sign up for Conferences through December and reserve hotels (Note: Do in June but follow-up and put on calendar now):
  - PNW SpEd and the Law
  - COSA Sped
  - COSA Law
  - COSA/Title Programs Conference
- Change voicemail back "Hi, you've reached [Name], [Title/Position] for the [Name] School District. I am unavailable at this time. If you need immediate assistance, please call the district office at [Phone Numbers]. You may leave a message at the end of this greeting, however, please note this voicemail box is not checked daily. Thank you."
- Update sheets in desk document holder
- 000 transportation requests (list shared with transportation director)
- 000 placements and costs to assistant for POs
- SPED Add/Drop form updated and feeds to new spreadsheet, update link on staff center
- 000 placements registration mailed, addresses updated in our SIS, TieNet, etc. systems
- Listservs updated
- Important #s updated
- Procedural safeguards updated on website, printed in my drawers and emailed/reminder to case managers
- Register for webinars
- Nursing: schedule group health trainings (med admin, seizures/versed, glucagon) and school-by-school HMP trainings
  - Protocols to each school--staff trained on students with Protocols
  - New students/registrations spreadsheets updated by secretaries and shared
  - Nurse google folder created and shared with admin, secretaries, etc.
  - Diabetic Monthly check in plans
- Create new year folders in Outlook
- IXL membership: renewed, updated caseloads/teachers
- New testing supplies order (SPED and ELL)?
- Update websites
- Board Mtgs on calendar and special presentations/responsibilities added to calendar
- Add ECSE students to TieNet or other systems caseloads
- Create District ELL Committee and Calendar, Agendas
- Homeless
  - Shelter lists
  - Previous year's students: contact families, sports, re-enroll for elig.

- Transportation requests
  - Homeless Flyers to post (both languages) to administrators/secretaries, shelter
- Update my TieNet (other system) caseload
- ODE dates/windows on calendar (start and end dates), include paper collections, SPR&I and PSO
- OOD case manager spreadsheet/contact list updated
- Related service provider list updated and confirmed with WESD, etc.; share with case managers and admin
- ECR for sped June exit and Child Find
- Migrant: reach out to recruiter for incoming students or identified students over the summer, create new list, confirm kinder round up date with elem and get to recruiter
  - PAC meetings: calendar set, build agenda in google docs
- Title I
  - Title I parent night planned/confirmed, on website, facebook
  - Parent compacts prepped
  - CDPR collection
  - Title I budget narrative
  - Calendar set up for Time & Effort (color-coded)
  - TransAct schoolwide eng/span notification on website and in registration
  - Indistar/Title I needs/goals w/ team
- Title 111 budget narrative
- Title 11 budget narrative
- CEIS
- Indian Ed list updated (look at last year's and update with new students, confirm re-enrollment)
- PSO 1 year follow up finalized
- SPED Add/Drop reminder to case managers to complete forms for new and moved students
- SPED PLC reminders and Sept agenda
- ELL Parent letters out:
  - Prior to school starting, do 1B, monitor and ever-ELL students
  - New registrations within 30 days
- Order ELL curriculum (core adoption materials)
- EpiPens for all schools
- Safe Schools trainings set up for all staff
  - Do my own Safe Schools trainings
- Register for all Title III Coordinator Webinars for the year
- Remove Summer Library Reading link: SPED, ELL, Homeless websites updated
- SPR&I Consolidated Plan/CIP effort
- Staffing: IAs, certified
- ESOL endorsed teachers list at STM to Gayle
- Nursing Contract confirmed
- ESEA HQ Notification Letter (TransAct) to STM parents Eng/Span via District Mailing

- See beginning of Year DO mailing folder
- Start up Office Supply Requisition to Carmen
- Check 504/TAG flags against SIS and TieNet (and enrollment); update/adjust
- Order ELL blue folders
- Homeless and immunization posters to principals/secretaries, posted on website
- Check 504 and TAG flags against SIS/TieNet and enrollment
- 504/TAG lists and plans to principals to share with teachers
  - Any move-ins to add to list?
- OOD statewide scores printed in files, to OOD casemanagers and parents
- SPED Move-in meetings scheduled
- QPR Trainings
- Order ELPA headsets
- ODE for next year
  - Update Contacts
  - Private Schools
  - Perkins Assurance
  - ESEA Prayer Certificate
  - ESEA Statement of Assurance
- Title I-A
  - Complete school/District's annual review of SWP in Indistar
  - Submit reviews to the state
  - Prepare for next year's SWP Indistar review (submit in Indistar?)
  - Create systems based on monitoring feedback
- SPED/ELL teacher extra contract days scheduled: email teachers/principals to confirm dates/schedule

# September To Do

- Finalize Title budgets
  - Title I
  - Title II
  - Title III
  - Title IV
- OOD students to secretaries to register them (dual register)
- TAG plans to schools so they can communicate plans to teachers
- EpiPens for schools/trainers taken out
- Mandt registration districtwide
- Indistar updated and on Board agenda/report
- Title 1A submitted to ODE
- PSO 1 year follow up due in ODE
- PSO Exit due in ODE
- ALL ELL parent notification letters completed by Sept 30th
  - To parents
  - Entered into SIS
  - Filed in ELL file at building level
- Title 111 Webinar
- Homeless Liaison Meeting
- SPC-Sept.
- IDEA agreements to districts
- 10-day drop reminder (PWN, RWA)
- Set up supervision/observation folder and schedule SLGG meetings plus first 3 observations for the year
- Private school collection
- SIFE
- Recent Arrivers Collection
- Title IA webinar
- Attend PNW Law Conference (Seattle/Portland)
- PAC:
  - Monthly meetings--outlook invites to all, including interpreter
  - Open PO to Roth's and Cash & Carry
  - PAC text Tuesday before meeting (put on calendar)
  - PAC Flyer 10 days prior (put on calendar, Tuesday)
- OOD Extended Assessment Scores
  - File
  - Parent

# October To Do

- PNW Law Conference
- GOSA Sped Conference
- My Mandt training
- Fall LEP Collection
- SLGG Conferences w/teachers
- Complete teacher observations #1 and 2 (pre/post conferences w/probationary teachers)
- District ELL Committee Meeting #1
- AMAO Validation
- Title 1D report/ODE
- SECC Webinar
- Title 1A Webinar
- LEP Collection training
- SPC-October
- ODE Stakeholder's meeting
- Order NNAT3 for 2nd grade TAG screener
- Homeless Liaison training
- Statewide Inservice training planned
- New SPED Director training planned
- All Title Budget Narratives (CIP) due!
  - 1-A
  - II-A
  - III
  - IV
- Potential ELs--14 day reminder to case managers and office managers
- Schedule hearing screenings
  - 1st graders
  - Teacher referral
  - Opt-out letter

# November To Do

- LEP Collection
- Census
  - Regional
  - Review caseloads
    - 111 Email teachers/principals
    - 111 Update OOD students in TieNet
  - IOT students
  - Code 33 and 31 placements verified with teachers
  - Schedule time at LBL facilitated lab to submit
  - Related services
- TAG Plan reminder to admin, counselors
- Teacher observations #1 (and #2 for probationary)
- SPR&I
  - Initial email notice to teachers
  - Schedule date
    - Secure conference room
    - 11 Teachers get subs, notify office staff (give sub code) and cc principals
    - Notify Rae Ann of date so she's available via phone
- Extended Assessment
  - Proficiency tests for returning QAs
  - In person training for new teachers
  - In person for director
  - ODE secure site access for all teachers for data entry
  - Windows in calendar and on district assessment calendar (google)
  - OOD students: communicate with other districts to be sure they are tested appropriately and that data is entered
  - Submit 1% cap justification form to ODE, including OOD students
- 504s updated
- Title Carryover
  - I-A
  - II-A
  - III
  - IV
- Hearing Screenings
  - Katie/Nurse schedule
  - Parent Volunteers
  - 1st Grade, others per referral (notify other admin)
  - Opt out notification two weeks prior to screening
  - Follow up screening date

- o Getting nursing date and hours recorded separately as it's billed from separate account

## December To Do

- Copies of updated TAG plans post-conferences
- Census submitted
- Schedule 1st grade hearing screenings for January (nurse and elementary principal)
- SPR&I Letters to case managers
  - Date reminder with sub code
  - Give ODE county contact review date to be available by phone
  - Lock in ODE
  - Print PCR
  - Schedule file pick up for week before review date
  - Memo emailed to teachers
- **NNAT3**
  - purchased
  - Date secured with 2nd grade teachers
  - Lab secured
  - Scott confirmed
  - Pearson trainings
  - Update process in google/share
  - Katie communicated with
  - Letter to parents prepped, translated...date to go home?
- Seaside COSA hotel
- ELPA21 score reports to parents
- Title Carryover budgets (1-3)
- Extended Assessment trainings (online proficiency and any in-person)
- 1% cap Justification Form for Extended Assessment

# January To Do

- Fixed Time and Effort Signed 1/31--get updated wholly funded and partially funded list from Gayle
- Daily Time and Effort for me (or any others as applicable)
- OACE Conference
- SPR&I file review
  - File pick up first week
  - Actual file review date
  - Enter into ODE
  - Individual corrections
- Oregon Health Authority/OHS Homeless Point in Time Homeless count (Sara Carrillo)
- Create Statewide Assessment Tracking and share with case managers plus Janet, Troy and OTC. Extended Assessment defaults to "no"
- Census ECRs (in ODE and hard copy mailed)
- Tuition student payment (send/pay)
- AMAO validation
  - Create data sheet summary for district
- Prep PSO Exit Interviews (Enter in ODE and print/prep folder)
- Follow up with contracted districts to be sure 000 students are being tested appropriately for Extended Assessment
- Seaside hotel for June (Rivertide Suites one bedroom)
- NNAT3:
  - Roster upload
  - Student cards printed, highlight student username, organize by alpha lastname
  - Opt-out letter updated (Eng/Span) to parents
  - Session created
  - Test a sample student
- All Title Carryover budgets submitted

# February To Do

- St. Mary's Title IA Goals Progress Check In/Review (data point)
- File/System for all Fixed Schedule Time and Effort reports and Semi Annual Certifications
- Additional file reviews for SPR&I systemic issues
- Extended Assessment administration
  - Coordinate with any OOD students/districts
- Diploma Options updated (forms)
  - Spanish
- Summer School planning
  - Communicate w/Migrant
  - Suicide Prevention
- PSO submission/Entry (check students again in May)
  - Handbook
  - Training
- ECSE transition
  - Schedule: STM/WESD
  - Files from WESD or print from EC Web
  - Subs: LRC, Kinder, ELD? (use EI code)
  - Reserve Conf room
- Immunization exclusion date (check in with building secretaries)

## March To Do

- Update TAG Manual
- Update STEP/Homeless documents
- SPR&I
  - Corrections submitted
  - Additional File Reviews
  - Consolidated Plan Corrections
- GOSA EL Alliance Conference
- 60 day timeline memo to case managers
- Update PDUs
- Hiring! Interviews
- Summer School Planning
  - Budgeting

# April To Do

- Look ahead to May Title IA checklist To Do's
- IDEA Application for Federal Funds (paper copy)
- SPED report card
  - Narrative
  - On website and to sped parents
  - Present to Board
  - Phone messages to parents
- TAG Handbook to ODE
  - TAG PD for next year
- Homeless handouts updated
- PSO exit interviews completed and entered into ODE
- Meet w/ODE regarding Title III budget for next year
- LEP collection opens
- Recent arrivers and SIFE opens
- Review expense reports in details for year-end preparation
- Staffing and FTE for next year
- PHLOTE list for next year
  - Share with EL Specialists
- SPR&I Corrections
- Extended Assessment testing window closes--remind case managers!
- Check graduation status for SPED and 504 students; be sure diplomas, etc are ordered appropriately

# May To Do

- Health
    - Get EpiPen Training on District Inservice Week
    - Asthma on SafeSchools
    - Student's on PROTOCOLS trained school by school each year
  - Medically Fragile/Nurse Collection
  - Extended Assessment Scores Entered and PDF printed in each student's file including 000
  - All Observations and Follow ups complete for teachers
  - LEP Spring Collection
  - TAG Symposium
  - Reserve POs for fall SPED conference and PNW Law conference including hotel if applicable
  - Host May Homeless Liaison meeting
  - Begin Sped Collections
    - SECC
    - Exit
    - Physical Restraint/Seclusion
    - Child Find
      - Email teachers to complete forms
        - Get lists of evals (whether elig of not) from psych, SLP and ASD--compare with TieNet child find forms
- SPR&I
  - Individual Corrections
  - Systemic Corrections
  - Consolidated Plan updated
- Email TieNet due/overdue list to case managers, ask for additional forms to finalize
- Title III Grant Intent to ODE
- Calendar of events for next year on calendar
- Schedule end of year eval/SLGG appts
- Nursing contract for next year
- All IDEA agreements signed
  - My 000 students
  - CTP students attending here
- SPED and 504 caseload verification
- Next year's 000 slot cost projections
- TieNet: all forms finalized--IEPs, Elig, 504s and add'l forms

# June To Do

- File/System for all Fixed Schedule Time and Effort reports and Semi Annual Certifications--sign/file all
- Daily Time and Effort for me and Marie (or any others as applicable)--sign/file all
- Title I-A
  - Complete school/District's annual review of SWP in Indistar
  - Submit reviews to the state
  - Prepare for next year's SWP Indistar review (submit in Indistar?)
  - Create systems based on monitoring feedback
- LEP Collection
- Recent Arrivers Collection
- Homeless Collection
- June SPED Exit Collection
- PSO Exit Collection
- SPED Statewide Assessment participation spreadsheet updated
- SPED Child Find Indicator 11 Report
- SPR&I Consolidated Plan Review due to ODE
- Physical Restraint/Seclusion
  - Prep report for the Board Report
- OOD students: schedule any fall meetings
- Email SPED teachers checkout forms for end of year including TieNet
- Summer Library Reading link on our website: SPED, ELL, Homeless
- Summative Evals
- ODE for next year
  - Update Contacts
  - Private Schools
  - Perkins Assurance
  - ESEA Prayer Certificate
  - ESEA Statement of Assurance
- Homeless letter to families about elig ending and contacting me
- Email Terri/Cindee at SK SSC to order sped file tabs
- Outgoing email and voicemail to be gone for summer