

Special Education Director Month by Month Task Checklist 2023 – 2024

July	August	September
<ul style="list-style-type: none"> <li>• <b>EOY SPED Student Report</b> (ongoing) (<a href="#">Data Pipeline Snapshots – Student End of Year</a>)</li> <li>• <b>IDEA B &amp; PS Budget Application window</b> (ongoing) (<a href="#">Identity management / Single Sign-On: IDEA Budget and Expenditure System</a>)</li> <li>• <b>Indicator 4 - EOY Student Discipline Report window</b> (ongoing) (<a href="#">Indicator 4 – Suspension/Expulsion</a>)</li> <li>• <b>Prepare the Professional Development Calendar</b></li> <li>• <b>Prepare for New SPED Staff Orientation</b></li> <li>• <b>Prepare for New Administrator Orientation</b></li> <li>• <b>Prepare/Send a Summer Newsletter</b> to All SPED Service Provider with updated information.</li> <li>• <b>Staff Recruitment</b> (ongoing) (<a href="#">Educator Recruitment &amp; Retention</a>)</li> <li>• <b>Review SB 191 Eval.</b> List and develop the mentor - induction SPED staff list.</li> <li>• <b>Review District Policies</b></li> <li>• <b>Review/update District-BOCES Sp.Ed. Procedures &amp; Policies Handbook</b></li> <li>• <b>Indicator 14 - Post School Interviews</b> (ongoing) (<a href="#">Indicator 14 – Post School Outcomes</a>)</li> <li>• <b>Download <a href="#">New Directors Handbook</a></b></li> <li>• <b>Download <a href="#">Year-at-a-Glance</a></b> and share with appropriate staff.</li> <li>• <b>Begin analysis of state assessment data</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>EOY IDEA B &amp; PS Expenditure Report window OPENS</b> (ongoing) (<a href="#">Identity management / Single Sign-On: IDEA Budget and Expenditure System</a>)</li> <li>• <b>IDEA B &amp; PS Project Narrative Amendment</b> (if appropriate) 1st window <b>CLOSES</b> (<a href="#">IDEA – Part B and Preschool</a>)</li> <li>• <b>IDEA B &amp; PS Budget Application window</b> (ongoing) (<a href="#">Identity management / Single Sign-On: IDEA Budget and Expenditure System</a>)</li> <li>• <b>Standard IEP Record Review - Access the <a href="#">DMS</a> for the IEP Record Review student lists</b> (<a href="#">General Supervision and Monitoring – Standard Record Review</a>)</li> <li>• <b>EOY SPED Student Report</b> (ongoing) (<a href="#">Data Pipeline Snapshots – Student End of Year</a>)</li> <li>• <b>Indicator 4 - SPED Discipline error-free due date when a complete snapshot is due</b> (must have passed interchange and snapshot validations) (<a href="#">Indicator 4 Suspension/Expulsion</a>)</li> <li>• <b>Indicator 4 - SPED Discipline report review week begins (August 10<sup>th</sup>).</b> Data changes can be made during this week to ensure accurate data before the final close. (<a href="#">Indicator 4 Suspension/Expulsion</a>)</li> <li>• <b>Indicator 4 - SPED Discipline final-free due date (August 17<sup>th</sup>).</b> Final reports must be reviewed, signed, and submitted. (<a href="#">Indicator 4 Suspension/Expulsion</a>)</li> <li>• <b>Indicator 8 - Parent Participate Survey</b> - Access the <a href="#">DMS</a> for the list of families &amp; disseminate accordingly. (<a href="#">Indicator 8 – Parent Involvement</a>)</li> <li>• <b>Review new and current staff licensure</b> – ensure alignment with projected student caseloads. (ongoing) (<a href="#">2023-24 Special Education Endorsement Requirements per Student Disability (XLS)</a>).</li> <li>• <b>Review staffing allocations at the schools including related service providers and balance accordingly</b> (ongoing)</li> <li>• <b>SB 191 Annual Orientation</b> (<a href="#">Educator Effectiveness Office</a>)</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Fall SPED Directors Conference</b> (<a href="#">Special Education Director' Corner</a>)</li> <li>• <b>EOY IDEA B &amp; PS Expenditure Report</b> (ongoing) (<a href="#">Identity management / Single Sign-On: IDEA Budget and Expenditure System</a>)</li> <li>• <b>EOY SPED Report – initial report review week (Sept. 8)</b> before duplicates. Data changes can be made during this week. (<a href="#">Data Pipeline Snapshots – Student End of Year</a>)</li> <li>• <b>EOY SPED Report - Duplicates resolved, and final report reviewed (Sept. 22)</b> (<a href="#">Data Pipeline Snapshots – Student End of Year</a>)</li> <li>• <b>EOY SPED Report - Snapshot and final report DUE Sept. 29<sup>th</sup></b> (<a href="#">Data Pipeline Snapshots – Student End of Year</a>)</li> <li>• <b>IDEA B &amp; PS Budget Application window CLOSES</b> (<a href="#">Identity management / Single Sign-On: IDEA Budget and Expenditure System</a>)</li> <li>• <b>Indicator 14 - Post School Outcomes Interviews DUE</b> (<a href="#">Indicator 14-Post School Outcomes</a>)</li> <li>• <b>New or Reorganized AUs Application DUE</b> (<a href="#">Special Education Directors' Corner</a>)</li> <li>• <b>Parent Survey data collection window is open to the DSM.</b></li> </ul>

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October	November	December
<ul style="list-style-type: none"> <li>• EOY IDEA B &amp; PS Expenditure Report DUE (<a href="#">Identity management / Single Sign-On: IDEA Budget and Expenditure System</a>)</li> <li>• IDEA B &amp; PS 2022-2023 Project Narrative Performance Reports DUE (<a href="#">ESSU's IDEA – Part B and Preschool</a>)</li> <li>• Review new and current staff licensure – ensure alignment with projected student caseloads to prepare for Dec. Count Report (<a href="#">2023-24 Special Education Endorsement Requirements per Student Disability (XLS)</a>).</li> <li>• Preschool Fall checkpoint (<a href="#">Results Matter Handbook GOLD Appendix</a>)</li> </ul>	<ul style="list-style-type: none"> <li>• Dec 1 Count SPED Student Report Snapshot OPENS (<a href="#">Data Pipeline Snapshots – Special Education December Count</a>)</li> <li>• Continue to review new and current staff licensure – ensure alignment with projected student caseloads to prepare for Dec. Count Report (<a href="#">2023-24 Special Education Endorsement Requirements per Student Disability (XLS)</a>).</li> <li>• State Child Find Meeting (<a href="#">ESSU's Directors' Corner Important Dates</a>)</li> </ul>	<ul style="list-style-type: none"> <li>• Dec 1 Count SPED Student Report (<a href="#">Data Pipeline Snapshots – Special Education December Count</a>) (ongoing)</li> <li>• Dec 1 Count SPED HR Report (<a href="#">SAM: 1.5 impact - SAM Fact Sheet – PDF</a>) (ongoing)</li> <li>• SB 191: Staffing Mid-year Evaluations (<a href="#">Office of Educator Effectiveness</a>)</li> </ul>

Special Education Director Month by Month Task Checklist 2023 – 2024

January	February	March
<ul style="list-style-type: none"> <li>● <b>High-Cost Reimbursement Application Collection window OPENS</b> (ongoing) (<a href="#">Special Education Fiscal Advisory Committee (SEFAC)</a>)</li> <li>● <b>Dec 1 Count SPED Student Report</b> (ongoing) (<a href="#">Data Pipeline Snapshots – Special Education December Count</a>)</li> <li>● <b>Dec 1 Count SPED HR</b> (ongoing) (<a href="#">SAM: 1.5 impact - SAM Fact Sheet – PDF</a>)</li> <li>● <b>Dec 1 Count SPED Report – initial error-free due date prior to duplicates.</b> Data changes can be made (Jan 25<sup>th</sup>) (<a href="#">Data Pipeline Snapshots – Special Education December Count</a>)</li> <li>● <b>IDEA B &amp; PS Project Narrative Amendment (if appropriate) 2nd window OPENS &amp; CLOSSES</b> (<a href="#">ESSU's IDEA – Part B and Preschool</a>)</li> <li>● <b>Begin to project needed staffing for next school year</b>(ongoing) (<a href="#">Educator Recruitment &amp; Retention</a>)</li> <li>● <b>Work with HR to plan for the hiring season</b> (ongoing)</li> <li>● <b>Begin to project budget needs for next year</b> (ongoing)</li> <li>● <b>Establish a PD team to begin planning &amp; scheduling PD for next school year</b> (ongoing)</li> <li>● <b>Establish an ESY team to begin planning &amp; scheduling for the ESY program</b> (ongoing) (<a href="#">Resources- Individualized Education Program (IEP)</a>)</li> </ul>	<ul style="list-style-type: none"> <li>● <b>High-Cost Reimbursement Application Collection window</b> (ongoing) (<a href="#">Special Education Fiscal Advisory Committee (SEFAC)</a>)</li> <li>● <b>Dec 1 Count SPED Student Report snapshot DUE</b> (<a href="#">Data Pipeline Snapshots – Special Education December Count</a>)</li> <li>● <b>Dec 1 Count SPED Staff- HR Report DUE</b></li> <li>● <b>IDEA B &amp; PS Budget Revision 1st window OPENS &amp; CLOSSES</b> (<a href="#">Identity management / Single Sign-On: IDEA Budget and Expenditure System</a>)</li> <li>● <b>Preschool Winter checkpoint</b> (<a href="#">Results Matter Handbook GOLD Appendix</a>)</li> <li>● <b>Begin meeting with Principals and staff about staffing projections for next year</b> (ongoing)</li> <li>● <b>Continue to work with HR to plan for the hiring season</b> (<a href="#">Educator Recruitment &amp; Retention</a>) (ongoing)</li> <li>● <b>Continue to work with the PD team to plan/schedule PD for next school year</b> (ongoing)</li> <li>● Continue to work with the ESY team to plan/schedule for the ESY program (ongoing) (<a href="#">Resources- Individualized Education Program (IEP)</a>)</li> <li>● <b>Begin to review/revise current MOU for CCB(s)</b></li> <li>● <b>Work with Finance Dept. to develop a budget for next school year</b> (ongoing)</li> </ul>	<ul style="list-style-type: none"> <li>● <b>High-Cost Reimbursement Application Collection window DUE</b> (<a href="#">Special Education Fiscal Advisory Committee (SEFAC)</a>)</li> <li>● <b>Support the ESY team to hire ESY staff and identify location(s) for the ESY program</b> (ongoing)</li> <li>● <b>Continue to work with Finance Dept. to develop a budget for next school year</b> (ongoing)</li> <li>● <b>Continue to meet with Principals and staff about staffing projections for next year</b> (ongoing)</li> <li>● <b>Continue to work with HR to plan for the hiring staff</b> (ongoing) (<a href="#">Educator Recruitment &amp; Retention</a>)</li> <li>● <b>Continue to work with the PD team to plan/schedule PD for next school year</b> (ongoing)</li> <li>● <b>State Child Find Meeting</b></li> <li>● <b>Continue to review/revise current MOU for CCB(s)</b></li> </ul>

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April	May	June
<ul style="list-style-type: none"> <li>● <b>Spring Legal Conference &amp; SPED Directors Conference</b> (<a href="#">Special Education Director' Corner</a>)</li> <li>● <b>Finalize with the ESY team staffing and location(s) for the ESY program.</b></li> <li>● <b>Finalize with the Finance Dept. the SPED budget for next school year</b> (ongoing)</li> <li>● <b>Finalize with Principals and staff staffing projections for next year</b> (ongoing)</li> <li>● <b>Staff Recruitment &amp; Retention</b> (ongoing) (<a href="#">Educator Recruitment &amp; Retention</a>)</li> <li>● <b>Begin scheduling EOY staff Evaluation meetings</b> (<a href="#">Educator Effectiveness Office</a>)</li> <li>● <b>Continue to work with the PD team to plan &amp; schedule PD for next school year</b> (ongoing)</li> <li>● <b>Work with the Grants and Finance Depts. to begin planning for the Annual Non-Public Schools Equitable Services Consultation Meeting.</b></li> <li>● <b>Finalize MOU for CCB(s)</b></li> </ul>	<ul style="list-style-type: none"> <li>● <b>Standard Record IEP Reviews DUE</b></li> <li>● <b>IDEA B &amp; PS Project Narrative</b> (new) window OPENS (<a href="#">IDEA – Part B and Preschool</a>)</li> <li>● <b>EOY SPED Student Report window OPENS</b> (ongoing) (<a href="#">Data Pipeline Snapshots – Student End of Year</a>)</li> <li>● <b>Indicator 4 - EOY Student Discipline Report window OPENS</b> (ongoing) (<a href="#">Indicator 4 – Suspension/Expulsion</a>)</li> <li>● <b>Indicator 14 - Post School Outcomes window OPENS</b> (<a href="#">Indicator 14 – Post School Outcomes</a>)</li> <li>● <b>EOY Restraint &amp; Seclusion data collection</b> (new reporting process starting July 2024)</li> <li>● <b>Finalize staffing assignments for next year and share any changes with appropriate staff.</b></li> <li>● <b>Finalize EOY staff Evaluations and submit to HR.</b> (<a href="#">Educator Effectiveness Office</a>)</li> <li>● <b>Finalize with the PD team to the PD schedule for next school year.</b></li> <li>● <b>Non-Public Schools Annual Consultation DUE</b> (if applicable) (<a href="#">Equitable Services in Non-Public Schools</a>)</li> <li>● <b>Preschool final checkpoint</b> (<a href="#">Results Matter Handbook GOLD Appendix</a>)</li> </ul>	<ul style="list-style-type: none"> <li>● <b>SPED Fiscal Assurances/Certifications DUE</b></li> <li>● <b>Indicator 8 - Parent Participation Surveys DUE</b> (<a href="#">Indicator 8 – Parent Involvement</a>)</li> <li>● <b>IDEA B &amp; PS Project Narrative</b> (new) window CLOSES</li> <li>● <b>IDEA B &amp; PS Budget Application window OPENS</b> (ongoing) (<a href="#">Identify Management/Single Sign-On: IDEA Budget and Expenditures System</a>)</li> <li>● <b>IDEA B &amp; PS Project Narrative Amendment</b> (if appropriate) 3rd window OPENS (<a href="#">IDEA – Part B and Preschool</a>)</li> <li>● <b>Indicator 4 - EOY Student Discipline Report window OPENS</b> (ongoing) (<a href="#">Indicator 4 – Suspension/Expulsion</a>)</li> <li>● <b>Indicator 7 - Results Matter OSEP Exit Report</b> (<a href="#">OSEP Reporting for Preschool Children Enrolled in Special Education</a>)</li> <li>● <b>Indicator 14 - Post School Outcomes interviews window OPENS</b></li> <li>● <b>EOY SPED Student Report</b> (ongoing)</li> <li>● <b>Review/revise SPED Procedure &amp; Policy Handbook</b></li> <li>● <b>Begin planning for New SPED Staff Orientation</b></li> <li>● <b>Begin planning for New Administrator Orientation</b></li> <li>● <b>Review/revise Job Descriptions</b></li> <li>● <b>Staff Recruitment</b> (<a href="#">Educator Recruitment &amp; Retention</a>) (ongoing)</li> <li>● <b>State Transition Institute</b></li> <li>● <b>Return materials to CIMIC</b></li> </ul>