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| The NC SIP Coordinator Yearly To-Do List is a flexible checklist to assist NC SIP Coordinators. The only items that are required are those that are highlighted in yellow with specific due dates and the green highlighted items are required, but may vary in timing. | |
| **August** | * August 30 – Upload paper copies of Parent Surveys, if applicable ([Reading](https://ncsip.knack.com/nc-sip-database#readingparentsurvey-form/), [Math](https://ncsip.knack.com/nc-sip-database#math-parent-survey/)) * Set up fidelity observations (Ongoing) * Complete [NC SIP events calendar](https://www.ncsip.org/events) for upcoming trainings (Ongoing) * Set up [Lesson Gain Charts](https://drive.google.com/open?id=18nsk6H2xLI6kKuq_ajKikhgQsQV2aapo) * Set up NC SIP documentation notebook |
| **September** | * September 1 - 30 - Developmental Review Meeting with Regional Consultant and Implementation Team * September 30 - Submit Final [PRC 082 Expenditure Form](https://drive.google.com/open?id=18nsk6H2xLI6kKuq_ajKikhgQsQV2aapo) for previous year’s Grant Cycle (October to September) to Strategic Planning/ Literacy Consultant * Conduct program or new initiative trainings (ex. Number Worlds, Reading Mastery, All Leaders, Co-Teaching, etc.) * [Determine Data Collectors](https://docs.wixstatic.com/ugd/2e3549_ca45ef8849b84866938a750c688c22c2.pdf) * Meet with data collectors (set up notebooks orelectronic notebooks for record keeping, discuss fidelity checks, initiate plans for parent involvement activities, share parent surveys so that teachers can do those through the year in conjunction with IEP meetings, etc.) * Setup Meetings   + NC SIP Advisory (All),   + District Implementation (All)   + School Implementation (BP, DS) Team * Get teacher schedules * Update schedule spreadsheet (optional) |
| **Beginning of New NC SIP Grant Cycle (October 1 – September 30)** | |
| **October** | * October 1 - Begin keeping documentation of expenditures of NC SIP funds for [PRC 082 Expenditure Report](https://drive.google.com/open?id=18nsk6H2xLI6kKuq_ajKikhgQsQV2aapo) * October 8 - Submit NEW [Implementation Plan](https://drive.google.com/open?id=18nsk6H2xLI6kKuq_ajKikhgQsQV2aapo) for current school year * Complete Post Event training forms on [NC SIP Events](https://www.ncsip.org/events) site (within 30 days of completing the PD - Ongoing) * First round of [Fidelity checks](https://www.ncsip.org/fidelity-observation-forms) for data collectors (Ongoing) * Meeting(s) with   + NC SIP Advisory (All),   + District Implementation (All)   + School Implementation (BP, DS) Team * Review and update Implementation Plan |
| **November** | * November 1 - Site description updates on [Knack Site](https://ncsip.knack.com/nc-sip-database#nc-sip-implementation-sites/) * November 7, 2019- NC SIP Regional Coordinator Meeting * Meeting(s) with   + District Implementation (All)   + School Implementation (BP, DS) Team |
| **December** |  |
| **January** | * January 30, 2020 - NC SIP Regional Coordinator Meeting * Second round of Fidelity checks for data collectors (Ongoing) * Meeting(s) with   + NC SIP Advisory (All),   + District Implementation (All)   + School Implementation (BP, DS) Team |
| **February** | * Meeting(s) with   + District Implementation (All)   + School Implementation (BP, DS) Team |
| **March** | * March 24-26, 2020 - Attend NC SIP Spring Network Meeting * March 31 - Submit [Mid-Year 082 Expenditure Form](https://drive.google.com/open?id=18nsk6H2xLI6kKuq_ajKikhgQsQV2aapo) to NC SIP Consultant * Third round of fidelity checks for data collectors * Meeting(s) with   + District Implementation (All)   + School Implementation (BP, DS) Team |
| **April** | * Plan summer PD (RRtCP, FoM, EBP’s) if providing summer PD * Send out Projection forms to teachers * Have teachers do in-program placement tests if needed for next year * Share End-of-Year program and level with next year's teachers * Order Materials * Order Training Manuals for EBP’s (Maximum 10% from PRC 082) * Reminder to data collectors about [parent surveys](https://www.ncsip.org/parents) * Meeting(s) with   + NC SIP Advisory (All),   + District Implementation (All)   + School Implementation (BP, DS) Team |

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| **May** | * May 7, 2020 - NC SIP Regional Coordinator Meeting * Send out End of Year Letter * Set due dates for data collection * Set date for completed data collection to be submitted to site NCSIP Coordinator * Communicate due data for completed data collection to teachers * (Optional) Offer a work session with data collectors to offer technical assistance in completing data collection forms * Receive all data from data collection teachers * Site Data Coordinator compiles all district NCSIP data in one spreadsheet for June data submission * Schedule Fall Trainings * Send reminder about borrowed materials * Send reminder about materials pack up * Meeting(s) with   + District Implementation (All)   + School Implementation (BP, DS) Team |
| **June** | * First two weeks of June - Draft Developmental Review submitted to regional consultant – What progress has been made with Implementation Plan? What still needs to happen before September 30th? * June 30 - Submit Student Progress Data to DPI * Add fall trainings to NCSIP calendar of events |
| **July** |  |