

Building Staff Academy

M.P.A.A.A. 2011 FALL CONFERENCE BUILDING STAFF ACADEMY UNDER THE BIG TOP

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THE THREE RING CIRCUS !!

- **THE ACTS**
 - AUDIT PREPARATION (A BUILDING PERSPECTIVE)
 - TEACHER STUDENT DATA LINK (POINTS TO PONDER)
 - MME (AVOIDING AYP POTHOLES)
 - EGAD! (THE GRADUATION AND DROPOUT RATE)
 - DOLLARS AND SENSE (RAMIFICATIONS OF BUDGET CUTS)
 - OVER HERE (ATTENDANCE POLICIES IN THE NEW AGE)

- **BEST PRACTICES REVISITED**
 - WHAT WORKS FOR YOU, WHAT DOESN'T

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Count Period/Audit Preparation

Enrollment Requirements

- Documentation/Forms
 - Same requirements/proof from bldg to bldg if not using centralized enrollment
- Residency Issues
 - Guardianships/Relatives...know the laws
 - Exceptions
 - If Worksheet A & B generated from a different program make sure LEA's on worksheet match Alpha List
- Consistency
 - Be consistent with rules/requirements district wide

Count Period/Audit Preparation

Attendance

- Board Approved excused/unexcused policy as well as a written electronic attendance policy
- Teachers' Responsibilities
 - Significance of attendance and FTE
 - Attendance Reports- count Period or year round?
- Activities on count day
 - Students go to every class for attendance
- Certified Teachers
 - In School Suspension rooms on count day
 - In Learning Labs at all times

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What would you do?

- A teacher not taking attendance
- Tricky enrollment situations

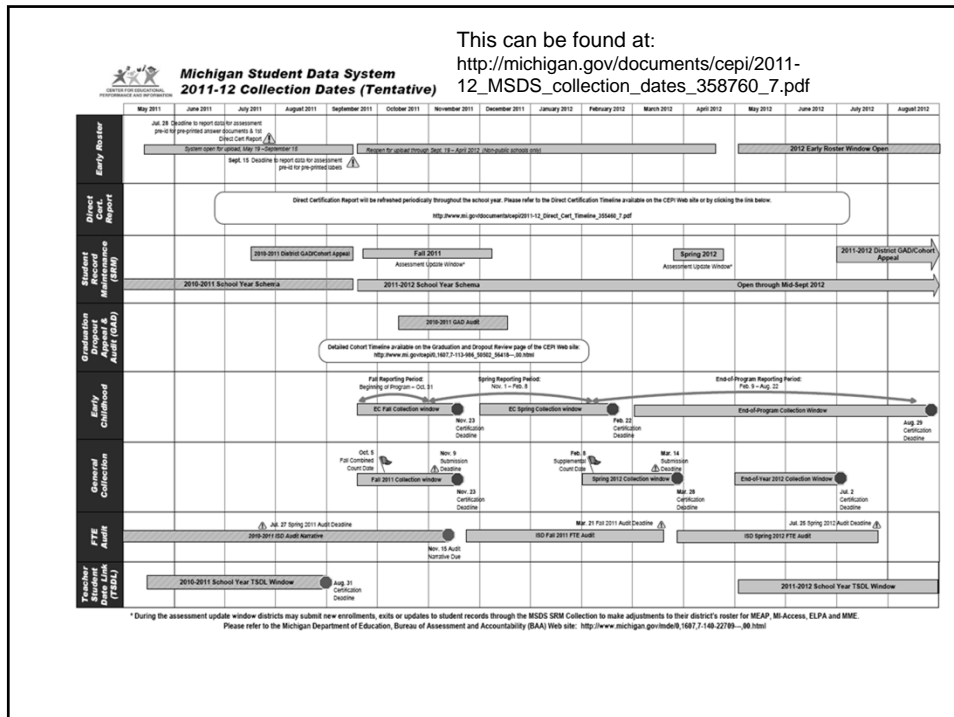
Count Period/Audit Preparation

- **Data Verification**
 - XML Notepad
 - Macomb MISD MSDS Data Management Program
 - MSDS Staging Reports
 - Give to responsible parties to have them verify prior to certifying file
- **Count Day Follow Up**
 - What worked, what didn't
 - New or Updated procedures
 - Get started on the next count...today!!!

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Resources

- **Pupil Auditing Manual** http://www.michigan.gov/mde/0,1607,7-140-6530_9091_48553---,00.html
Look at the Desk Audit and Field Audit sections. This tells you exactly what the auditors will be looking at.
- **Pupil Accounting Manual** http://www.michigan.gov/mde/0,1607,7-140-6530_6605-22360---,00.html
- **CEPI Website** Bookmark <http://michigan.gov/cepi> and become familiar with the website. The CEPI Applications link on the left side of the page is a good place to begin this is the link: <http://michigan.gov/cepi/0,1607,7-113-986---,00.html>
- **Dates and Timelines** can found via a link on the CEPI Applications page, under the Michigan Student Data System link
- **MSDS CEPI Listserv** Join the MSDS CEPI listserv. The link can be found on the CEPI Applications page in the "Application Listservs" box
- **XML Notepad**, download this free program to verify your MSDS xml file
- **Macomb MISD msds Program**, download from <http://www.misd.net/technology.htm>. Very useful in finding errors and verifying data
- **Auditors, Friendly and Helpful** if you have pupil accounting questions, ask your auditor



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THE SECOND RING Teacher Student Data Link

- Matching Certification with NCES Codes
- Implications for Staff Evaluation
- Merit Curriculum and Graduation Requirements
- PIC Numbers in Student Data Base

CEPI & MDE

- Alignment/Reduction of Data Submissions
- Pre-Gridding for State Testing
 - Local Implications
 - AYP Implications

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THE GAD

The numerator

4 year regular graduates /5 year-6 year regular graduates

standard diplomas only

NO GEDs

NO certificates of completion

Special Education issues

The denominator

All students counted as first time freshmen in
September count

Minus transfers out

Plus transfers in

Get the kid, Get the clock (UIC)

Building Rate, District Rate, State Rate

THE AUDIT PROCESS

- GAD Application
 - Window of opportunity to change exit code
 - Documentation
- Exit codes audited during pupil count field audit

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\$ & Sense

- Impact of Budget Reduction
Decisions on FTE
 - Changes in Scheduling
 - Changes in Calendar Year
 - Transition of Staff
 - Pupil Accounting
 - Tech Support

THIRD RING ATTENDANCE POLICIES

- THE BASICS
 - TEACHERS take attendance
 - What is an absence?
 - What is a tardy?
 - Unexcused/Unexplained
 - Grading Policies

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ATTENDANCE POLICIES

THE BASICS - continued

- Discipline Interventions
 - Non-Academic
 - Parking Passes
 - Extra-Curricular Activities
 - Detentions
 - Copying Assignments
 - Regular parent/student meetings
 - Academic
 - In-School Suspension
 - Out-of-School Suspension
 - Loss of credit
 - Zeroes

ACADEMIC STRATEGIES

- SOUND EDUCATIONAL PLAN
- ALTERNATIVE EDUCATION
 - POLICIES
 - SEAT TIME WAIVERS
- THE “18” CARD

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ATTENDANCE POLICIES IN THE NEW AGE BEWARE!!!

Attendance policies/tardy policies that take credit away from students may cause additional retentions and negatively impact your GRADUATION AND DROPOUT RATE (GAD)

MMC – FAQ Question 13
(updated 11/07)

If a student fails a class as a result of not meeting district attendance policy, for example, but passes the end of course exam, does the student get credit?

- Yes. Once a student registers for and attends a class, he or she agrees to the district's requirements for earning a grade in the class, including attendance, homework, etc. However, the district must grant credit if a student passes an exam or series of exams used for testing out, which the district has determined measures a student's proficiency in meeting the Michigan Merit course/credit content expectations. Districts are responsible for determining the assessments, which can be used for testing out purposes.
- The assessments could include the Michigan Department of Education's Secondary Credit Assessment or other assessments aligned with the Michigan Merit course/credit content expectations. Assessments may also include one or more elements in addition to paper-and-pencil exams for testing out purposes, including but not limited to paper, project, presentation, performance, demonstration or participation elements.

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www.mpaaa.org